

**Manchester City Council
Role Profile**

**Senior Procurement Officer, Grade 8
Corporate Procurement, Corporate Core
Reports to: Procurement Manager**

Job Family: Commissioning and Commercial

Key Role Descriptors:

The role holder will be responsible for setting strategic direction and effective operational management across a commissioning or commercial function

The role holder will contribute to the vision and strategy within their portfolio and ensure that business strategies and plans are adhered to and delivered.

The role holder will identify and secure commitment to partnerships, effectively engaging and managing stakeholders to achieve objectives.

Key Role Accountabilities:

Drive the development of a strategic approach to resource planning, procurement and commissioning in order to deliver a cost-effective and efficient service. This may be through contract management and service commissioning, or through the management of a business unit.

Identify, recommend and develop solutions for improvement to commercial and commissioning activity, aligning them with customer feedback and legislative shifts to continually enhance the service.

Support the development of a consistent and coherent development strategy for services to improve outcomes, working with providers to investigate and develop innovative models for commissioning which meet the economic, social and environmental needs of local communities.

Ensure that any project work is effectively resourced and that all key stakeholders are identified and roles and responsibilities agreed and communicated effectively

Oversee the production of effective and accurate management information, ensuring that this is produced accurately and consistently to strict deadlines.

Maintain competence in subject matter specialism, undertaking research and information gathering to ensure Council adopts and maintains best practice in areas of specialism, providing ad hoc advice as required.

Roles at this level may be required to manage a range of assigned resources, which may be human, financial or other, to ensure continuous improvement in service delivery. Staff management duties may be either through direct line management of

a team (including appraisals, performance management and other duties) or through matrix management of a virtual team of officers.

Demonstrate personal commitment to continuous self development and service improvement.

Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications.

Where the role holder is disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the role. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

Role Portfolio: Senior Procurement Officer, Grade 8

The Corporate Procurement Service manages revenue (goods and services) procurement for the Council including the Energy Management function, Bolton's procurement and energy services and provides strategic procurement support for Capital Programmes.

The Procurement service is established as a Centre of Excellence within the Council and is also recognised by external bodies as being at the leading edge of Procurement innovation.

The team works across directorates providing procurement leadership and advice to ensure compliance with EU and UK procurement legislation and that value for money is delivered through the Council's procurement activity.

Key stakeholders in addition to operational directorate teams that deliver front line services include, Audit and Risk Management, Finance, ICT and Legal Services.

The Social Value Act requires that we consider at the pre-procurement stage the social, economic and environmental value that can be derived from the Council's procurement activities. It is a key objective for the team that the Council obtains social value through its significant procurement spend, that delivers outcomes for the citizens of Manchester.

A Senior Procurement Officer is responsible for:

- Managing, planning and the delivery of Procurement across the Council as well as for selected external organisations.
- Provision of a comprehensive procurement service to stakeholders across directorates in accordance with the Council's Financial Regulations
- Ensuring that services provided represent best value and are delivered in an efficient and effective manner
- Deputising for line manager as required
- Ensuring the Council's significant revenue spend is used to maximise the local economic, social and environmental benefits to communities.
- Delivery of Procurement services in line with legislation/statutory regulations, relevant quality assurance standards and service / professional standards

Senior Procurement Officer – Key Behaviours, Skills and Technical Requirements

Generic Behaviours: Manager

- We are proud and passionate about Manchester
- We take time to listen and understand
- We 'own it' and we're not afraid to try new things
- We work together and trust each other
- We show that we value our differences and treat people fairly

Generic Skills

Communication Skills: Is able to effectively transfer key and complex information to all levels of staff, adapting the style of communication as necessary and ensuring that this information is understood.

Analytical Skills: Ability to absorb, understand and quickly assimilate complex information and concepts and compare information from a number of different sources.

Planning and Organising: Excellent time management skills, creating own work schedules, prioritising, preparing in advance and setting realistic timescales for own self and others. Has the ability to visualise a sequence of actions needed to achieve a specific goal and how to estimate the resources required.

Problem Solving and Decision Making: Strong decision making skills with the ability to resolve complex issues in a pressurised environment.

Commercial Skills: Demonstrates sound business intelligence and ability to identify commercially viable opportunities and secure value for money in service delivery. Skills to identify industry trends, needs and commercial opportunities.

People Management: Ability to lead, manage and motivate staff to high levels of performance in order to achieve change and maximise staff potential and contribution to the achievement of identified aims and objectives. Can also lead and plan the work of the team which deals with more diverse issues.

Technical requirements (Role Specific)

Procurement

In depth knowledge of Procurement principles, practices and techniques.