



**WATFORD
BOROUGH
COUNCIL**

Role Profile

Role Title:	Corporate Procurement Manager
Service Area:	Customer and Corporate Services
Band:	Band 9
Reporting to:	Associate Director of Customer and Corporate Services
Responsible for:	None

Purpose

Lead on procurement activity across the existing shared service between Watford Borough Council and Three Rivers District Council, pro-actively supporting services to commission effectively and achieve the maximum value from each procurement.

Provide support and guidance to colleagues at St Albans City and District Council in all matters relating to procurement

Custodian of the Contracts Register, Procurement Pipeline, Procurement Strategy and Contract Procedure Rules across all three councils.

Key responsibilities

- Leading a high quality procurement function, ensuring statutory requirements are embedded across the councils and that the councils are procuring in accordance with current UK Procurement Regulations (PCR 2015 and Procurement Act 2023). This also involves ensuring that the Contract Procedure Rules for each authority is kept up to date as appropriate.
- Leading procurement activity on all major procurements, which involves the review of tender documentation prior to publication to ensure compliance with relevant legislation, developing a procurement strategy, creating evaluation models, undertaking moderation, managing tender operations, providing expert advice on proposed contracts and writing recommendation reports.
- Providing strategic procurement advice to the councils, including the development of a corporate Procurement Strategy.
- Providing clear templates, processes and advice tailored to requirements, supporting commissioners to develop and implement procurement strategies that deliver maximum value whilst complying with any current and future legislation.
- Operating, managing and advertising the tender portal for Watford and Three Rivers councils, ensuring compliance with relevant legislation.
- Ensuring adherence to procurement and contract transparency requirements, including the Local Government Transparency Code, by publishing open data for re-use in a timely manner.

5 September 2025

- Providing contract management guidance on major contracts, particularly where key services have been outsourced for delivery.
- Developing a network of commissioners to share best practice and inform priorities for the procurement function, including identifying any procurement training needs and implementing a training program and record to address them.
- In the context of Local Government Reform, identifying opportunities for both WBC and TRDC (and with other neighbouring councils) to encourage shared contracting opportunities
- Maintaining all procurement guidance, records, and templates, ensuring they comply with relevant legislation, best practices, and audit requirements. This includes the Contract Management Handbook, Contracts Register, Contracts Repository and Procurement Pipeline for all councils.
- Using data to identify and act on opportunities for enhanced purchasing power and savings (including through collaboration, category management, tail end spend management and other approaches), and to monitor and report on contracts to support the budget management and setting process.
- Working with senior officers to help develop and inform the procurement approach for the new unitary authority, including the alignment of major contracts across the new footprint.
- Working closely with finance colleagues and commissioners to ensure the provision of regular management information and analytics to support procurement decisions and monitor savings.
- Alongside legal colleagues, working to ensure that procurements and contracts protect the council's interests.
- The Council is committed to becoming carbon neutral by 2030. You will ensure that the delivery of all procurement activity is compatible with, and promotes, that ambition.
- Taking personal responsibility for promoting equality and diversity throughout the Council and ensuring that all job responsibilities are carried out with due regard to the Council's Equality, Diversity and Inclusion Policy.
- Championing and exemplifying our core values, enabling our people to flourish in a dynamic and agile workplace where they can be their very best.
- You may be required to undertake duties on behalf of the Electoral Registration Officer and/or the Returning Officer relating to the registration of electors and the organisation of elections i.e. processing postal votes, canvassing properties during office hours.
- You may also be required to undertake duties to help to deliver Council Services during times of local or national emergencies. This may include duties outside your usual role and/or at a different location.

Specific Knowledge, Skills and Expertise

- A strong track record of successfully leading procurement in the public sector
- Chartered Institute of Purchasing and Supply (CIPs) qualification or equivalent through experience.
- Educated to degree level (or equivalent through experience)
- Thorough understanding of procurement legislation and best practice and ability to implement this
- Ability to provide leadership and direction on procurement, including developing council-appropriate procurement policy and strategies and gaining buy-in
- Uses innovative procurement approaches to find solutions and deliver positive outcomes, including in relation to social value
- Ability to work effectively with commissioners with minimal supervision

- Excellent interpersonal and communication skills, including ability to clearly and concisely explain complex processes and considerations to non-specialists
- Evidenced ability to deliver savings and improve outcomes through procurement activity
- Strong negotiating skills and proven ability to effectively work with contractors and bidders
- Evidenced ability to analyse and interpret data and act on findings
- Experience of using a project management type approach to procurement activity
- Experience of operating in a political environment open to public scrutiny
- Experience in using e-procurement portals, Microsoft products (word, excel, powerpoint etc.) and other technologies where appropriate

Key Relationships

- Associate Director of Customer and Corporate Services
- Associate Director of ICT and Shared Services
- Commissioners and contract managers across Watford Borough Council and Three Rivers District Council (shared service)
- St Albans District Council procurement team
- Legal Service
- Finance
- Joint ventures of which Watford Borough Council is part
- A range of external partners