

Folkestone & Hythe District Council Job Description

JOB DETAILS	
Job Title	Procurement Manager
Service Area / Team	Financial Services
Reports to	Chief Officer, Financial Services
Grade	H
Politically Restricted Post	No
DBS Requirement	Basic

ROLE PURPOSE
<p>The Procurement Manger is the Council's lead officer for procurement and contract management. The role is responsible for developing, embedding and continually monitoring the Council's strategic and operational approach to procurement and contract management, ensuring that best value is derived from Council spending and that procurement and contract management positively contribute to the internal framework of risk management, governance and control. The role will work closely with all service areas within the Council in ensuring that corporate procurement needs are met, and that compliance is achieved with all legal, ethical and transparency standards. It will also support the Council's readiness for Local Government Reorganisation (LGR) as well as journey through LGR.</p> <ul style="list-style-type: none"> ➤ Develop, implement and monitor a comprehensive and coherent procurement strategy for Folkestone & Hythe District Council that ensures legal compliance, value for money and supports the achievement of corporate objectives. ➤ Provide sound procurement advice in line with the Council's Financial Procedure Rules and Contract Standing Orders, Procurement Act 2023 and associated regulations to staff within the council whilst engaging, building and maintaining strategic working relationships with both internal/external colleagues and suppliers. ➤ Provide Procurement leadership and support for the Council's Corporate projects. ➤ Responsible for supporting and managing the Senior Procurement Officer and Procurement Officer.

KEY TASKS AND RESPONSIBILITIES
<ul style="list-style-type: none"> ➤ To ensure that the Folkestone & Hythe District Council overall procurement process is properly administered and is consistent with the law, the Council's Contract Standing Orders, Financial Procedure Rules and Procurement Strategy.
<ul style="list-style-type: none"> ➤ To lead on the preparation of medium to high value/risk corporate procurements to ensure these are managed in line with corporate policies, relevant legislation and achieve value for money.
<ul style="list-style-type: none"> ➤ Advising Monitoring Officer and S151 on waivers to Contract Standing Orders
<ul style="list-style-type: none"> ➤ To update and maintain the Procurement Strategy, Contract Standing Orders and associated codes of practice and business plans, in accordance with current procurement legislation

➤ To ensure that all Council's procurement is carried out electronically and to administer and develop the use of various e-procurement systems e.g. finance system, public contract registers
➤ Monitor and ensure compliance with the Council's Contract Standing Orders. If required, escalate issues in a timely way for swift resolution.
➤ To develop and implement a structured approach to the setting and realisation of major procurements savings targets.
➤ To work with the Council's partners to ensure that contracts entered into on the Council's behalf have followed correct processes and achieved value for money.
➤ To deliver training and procurement awareness seminars across Folkestone & Hythe District Council.
➤ To ensure the Council maintains a comprehensive and up to date contracts register.
➤ Review and maintain the Council's contracts register to ensure compliance with public sector transparency standards and reporting provisions
➤ To assist the Chief Officer, Financial Services in developing a comprehensive Service Plan to directly support the Council's key objectives.
➤ To assist in the administration of the Council's main corporate contracts as directed by the Chief Officer, Financial Services and/or s151 Officer.
➤ To manage the procurement team and ensure the provision of an effective and efficient procurement service.
➤ To have an understanding of the Council's Corporate Plan including the Strategic Objectives and policies adopted in support of the plan.
➤ To keep abreast of major developments within the Council with a particular emphasis on those issues which have a direct impact on the procurement service.
➤ To enhance procurement resource capability to manage and assure efficient procurement services across the Council, as well as identifying opportunities to develop and improve procurement opportunities for Small Medium Enterprises (SMEs), Voluntary & Community Organisations (VCOs) etc
➤ Manage delivery of procurement activities as well as delivering a number of high profile complex projects, which will demonstrate and deliver value for money and innovation whilst meeting the needs of the Council.
➤ Responsible for the management and delivery of the procurement work plans, taking into account the priorities and requirements of the council and the resource availability to deliver these projects.
➤ Provide accurate and timely reporting on all aspects of procurement for senior management including achievements towards performance targets required by the Council, central government and external agencies.
➤ Assist services to draw up specifications to be included within various levels tender documentation
➤ Produce reports and information for the Corporate Leadership Team and Members concerning the procurement strategy and procurement performance.

CORPORATE EXPECTATIONS

➤ Adhere to the council's safeguarding policies and procedures and undertake relevant training to help protect children and vulnerable adults within the district.
➤ To comply with legislation, council policies and procedures including the Data Protection Act, Freedom of Information Act, Information Security Policy, the Code of Conduct for Officers and to participate in any Emergency Planning activities as required.
➤ To actively demonstrate the values and behaviours of the council.
➤ To ensure our customers are valued by considering their views and needs in all that we do.

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| ➤ To contribute to the development and achievement of relevant corporate and service objectives by suggesting ideas for service improvements. |
| ➤ To communicate openly and honestly with colleagues, members and customers. |
| ➤ To undergo any training necessary to be able to fulfil the requirements of the job. |
| ➤ To carry out other duties commensurate with the grade, skills, experience and qualifications of the post holder as directed and as may be required from time to time. |

Folkestone & Hythe District Council Person Specification

Post Title: Procurement Manager

Important Information for Applicants:				
The criteria listed in this person specification are the requirements for the post. Where the method of assessment is stated to be the application form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, you may not be shortlisted. Please give specific examples wherever possible.				
Factors	Criteria	Means of Assessment		
		Application	Interview	Test
Qualifications	Essential <ul style="list-style-type: none"> ▪ A – C Maths and English GCSE, Level 2 literacy and numeracy (or equivalents) or recent and relevant experience that demonstrates proficiency in English and Maths. ▪ Fully qualified Member of Chartered Institute of Procurement and Supply (MCIPS) or significant progress toward Level 6 Chartered Institute of Procurement and Supply (CIPS) qualification. 	X		
	Desirable <ul style="list-style-type: none"> ▪ Management qualification 	X		
Experience and Knowledge	Essential <ul style="list-style-type: none"> ▪ In depth knowledge of all current procurement compliance rules and regulations for secure public service operation, including the Procurement Act 2023 ▪ Knowledge of E Procurement and E Purchasing systems and tools ▪ Excellent communication, presentation and report writing skills ▪ Past experience of the application of Social Value in procurement ▪ Previous experience of managing spend analysis and contract register to identify opportunities ▪ Experience of working at a senior level in a procurement role and supervising staff ▪ Experience of developing new ideas and innovative commercially advantageous procurement solutions 	X	X	
		X	X	X
		X	X	
		X	X	
		X	X	
		X	X	

	<ul style="list-style-type: none"> ▪ Significant experience of providing procurement and contract management advice across different levels within an organisation. ▪ Experience of managing the commercial aspects of contracts ▪ Experience of managing and delivering procurement projects within a public sector / commercial / 3rd sector environment. 	X	X	
	<p>Desirable</p> <ul style="list-style-type: none"> ▪ Management experience ▪ Good working knowledge of how Local Government works, governance and policy / processes. 	X	X	X
Skills and Abilities	<p>Essential</p> <ul style="list-style-type: none"> ▪ Ability to operate on own initiative with minimal supervision ▪ Excellent written and oral communication skills required to effectively liaise with stakeholders, customers and colleagues at every level and through a range of mediums. ▪ High level of attention to detail and accuracy ▪ High level of self-motivation and a drive for high achievement ▪ Competent user of IT, particularly Microsoft Office ▪ Proactive and committed to continued service and personal development ▪ Ability to adapt and proactively organise and prioritise work effectively in order to meet deadlines and maintain high standards at all times. ▪ Ability to demonstrate a professional and customer orientated approach ▪ Excellent interpersonal skills with the ability to operate and build excellent working relationships at all levels ▪ Willing to take a flexible approach to duties to support the team ▪ Ability to meet challenging deadlines and balance competing priorities successfully ▪ Strong analytical skills ▪ Able to think and plan strategically, envisioning the future of the sector and local area ▪ Exhibit the professional behaviours of integrity, objectivity, confidentiality, and competency in accordance with the expectations of the role. 	X	X	X
	<p>Desirable</p> <ul style="list-style-type: none"> ▪ Ability to develop creative and innovative solutions to meet customer needs 	X	X	