



Procurement Insight and Contract Management Lead Applicant Recruitment Pack

Sefton is a really great place to live and work



Welcome

Hi,

Thank you for your interest in the Procurement Insight and Contract Management Lead opportunity at Sefton Council.

This is an exciting opportunity to support the Council's Procurement Service by strengthening contract management, procurement governance, compliance, and insight across the organisation. Working closely with Procurement, Finance, Legal, and service teams, you will help ensure contracts are effectively managed, compliant, and delivering value for money for our communities.

We are looking for a motivated procurement or contract management professional with strong analytical skills, attention to detail, and a collaborative approach. The role offers the opportunity to support continuous improvement, develop procurement intelligence, and promote best practice in contract management, social value, sustainability, and governance in line with the Procurement Act 2023.

If your values and aspirations align with Sefton Council's commitment to excellence and public service, we would be delighted to receive your application.

Best wishes,

Christian Rogers

Assistant Director - Commercial



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About the Borough of Sefton

Sefton is a confident and well-connected Borough, stretching from Bootle in the south to the coastal resort of Southport in the north. Home to more than 275,000 residents, Sefton encompasses a range of vibrant towns and communities, including Bootle, Litherland, Seaforth, Crosby, Formby, Maghull and Southport.

It is a fantastic place to live and work. As the northern-most Borough within the Liverpool City Region, Sefton offers a unique blend of beautiful coastline, countryside, attractive villages, thriving industrial areas and the busy Port of Liverpool.

With 22 miles of stunning coastline, Sefton is a leading coastal destination with a growing visitor economy. It is home to the iconic Antony Gormley *Another Place* installation, expansive beaches and protected sand dunes that support several rare species.

While each town and village has its own distinctive character, it is the people of Sefton who make the Borough truly special, creating diverse, welcoming and energetic communities in which to live, work, invest and visit.

Alongside its miles of golden sands, Sefton offers those who work here access to a world-renowned racecourse, prestigious golf courses, and National Trust nature reserves, ideal places to unwind, explore and enjoy leisure time.

The Borough benefits from excellent transport links, providing easy access to major North West cities including Liverpool and Manchester, and placing the Lake District and North Wales within reach for weekend breaks.

Whether you prefer vibrant town centres, friendly commuter towns, picturesque villages or stunning rural and coastal locations, Sefton offers a place to suit everyone. With house prices and rents typically lower than in neighbouring Liverpool and Manchester, you can enjoy coastal living while still being close to the buzz of city life.



Our Vision and Values

At Sefton Council, our vision is to deliver high-quality services that make a real difference to the lives of our residents, visitors, and communities. Everything we do is guided by a strong set of values that shape how we work and interact:



- **We put people at the heart of what we do** – ensuring our services are responsive, inclusive, and focused on improving lives.
- **We listen, value, and respect each other's views** – fostering a culture of collaboration and mutual respect.
- **We develop a culture of challenge, ownership, innovation, and improvement** – encouraging creativity and continuous development.
- **We are ambassadors for Sefton** – promoting the Borough positively and proudly representing our communities.
- **We are responsive and efficient** – delivering services that are timely, effective, and customer-focused.
- **We are clear about what we can and cannot do** – being transparent and honest in all our communications and actions.

These values underpin our commitment to excellence, inclusivity, and innovation, ensuring that Sefton remains a great place to live, work, and visit.

Our Successes and Key Projects

Sefton Council is proud of its recent achievements and ongoing commitment to delivering high-quality services. Our Adult Social Care services were recently graded Good by the Care Quality Commission (CQC), and our Children's Services also achieved a Good rating from Ofsted. These successes reflect the dedication and professionalism of our teams and our focus on continuous improvement.

Alongside these achievements, Sefton Council is actively delivering a range of major capital projects that will transform the Borough and stimulate economic growth. These include the Marine Lake Events Centre in Southport, the Strand Shopping Centre redevelopment in Bootle, and exciting developments such as the Cove Resort and Enterprise Arcade in Southport. We are also proud to support cultural and community initiatives like Salt and Tar, Bootle's vibrant events space, which hosts live music, comedy, and family-friendly activities, bringing people together and boosting the local economy.

These projects form part of our strategic investment programme to attract private sector-led development and create vibrant spaces for residents and visitors. We work closely with local communities to ensure these projects reflect their needs and foster a sense of ownership and pride.

For more information on these projects and to stay updated on progress, visit the Sefton Council website at www.sefton.gov.uk

An Inclusive Workplace

We are committed to fostering an inclusive Council that reflects the diverse communities we serve. Our workforce brings a wide range of experiences and perspectives, and we value an environment where everyone feels respected, supported, and able to reach their full potential.

Sefton is proud to be the first local authority in the Liverpool City Region to achieve **Navajo** accreditation, recognising our commitment to LGBTQ+ inclusion. We are also a Disability Confident employer and continue to build a workforce that represents our communities.

We support several staff networks, including groups for Black and Ethnically Diverse colleagues, LGBTQ+ staff, women, disabled employees, and a Christian Workplace Group.

As an Equal Opportunities Employer, we base recruitment solely on skills, experience, and suitability for the role. All applicants are treated fairly, and we have also recognised 'care experienced' as a protected characteristic within Sefton.



For more information, please refer to our [Equality, Diversity and Inclusion Strategy](#)

Liverpool City Region Fair Employment Charter



Sefton Council is proud to support the Liverpool City Region Combined Authority Fair Employment Charter, an initiative that promotes fair, healthy, inclusive, and just workplaces across the region. The Charter celebrates good employers and encourages the highest standards in employment practice, including fair pay, secure work, opportunities for progression, strong employee voice, and a commitment to staff wellbeing. By aligning with the Charter, we demonstrate our dedication to providing a fair day's pay for a fair day's work and to fostering an equitable and supportive working environment for all colleagues.

What We Can Offer You

- A supportive and collaborative working environment.
- An agile approach to working.
- Opportunities for professional development and career progression.
- A role where your work makes a real difference across the organisation.
- Flexible working arrangements supporting work-life balance.
- A strong commitment to equality, diversity, and inclusion.

You will benefit from a comprehensive local government employment package which includes the following:

- Competitive salary in line with NJC Local Government Pay Scales.
- Membership of the Local Government Pension Scheme (LGPS), providing a secure, defined benefit pension with employer contributions.

Annual Leave and Work-Life Balance

- Generous annual leave entitlement, 28 days annual leave rising to 33 days with 5 years continuous service.
- Additional public (bank) holidays.
- Flexible working options to support a healthy work-life balance, subject to service needs.
- Option to purchase additional annual leave.

Learning, Development and Career Progression

- A comprehensive induction programme.
- Access to a wide range of training, apprenticeships, learning, and development opportunities.



- Support for professional development and role related qualifications.
- Opportunities to develop your career within a large and diverse local authority.

Health, Wellbeing and Support

- Enhanced sick pay scheme.
- Employee wellbeing initiatives and access to occupational health support.
- Policies that promote physical and mental wellbeing in the workplace.

Family-Friendly and Inclusive Policies

Our family-friendly policies and flexible working arrangements help staff maintain a healthy work-life balance.

- Family friendly policies, including enhanced maternity, paternity, adoption, neonatal care and special leave to support with time off work to deal with issues when life events happen.
- A strong organisational commitment to equality, diversity, and inclusion.
- Reasonable adjustments and support to enable disabled employees to thrive.

Foster Friendly Employer Commitment

Sefton Council is proud to be a *Foster Friendly* organisation as recognised by The Fostering Network. We actively support employees who are foster carers or who are applying to foster by offering flexible working arrangements, paid time off for fostering-related meetings and training, and a workplace culture that recognises the vital role foster carers play in our communities.

This commitment helps ensure carers can balance fostering responsibilities alongside career, and reflects our dedication to supporting children, families, and those who care for them.

Additional Benefits

- Access to salary sacrifice and employee benefit schemes (where applicable).
- Opportunities to contribute to meaningful work that supports local communities.
- A supportive, values led organisational culture.
- Free parking at office bases (dependent upon the work location).



About the Role

Working within the framework of the Procurement Act 2023 and wider public sector procurement legislation, the Procurement Insight and Contract Management Lead plays a key role in supporting effective procurement and contract management arrangements across Sefton Council.

This specialist role is responsible for supporting teams across the Council to be effective in contract lifecycle management, contract systems, procurement insight data and spend analysis, compliance, and assurance activities. The postholder will help ensure procurement activity is translated into well-managed, compliant, and high-performing contracts that deliver value for money and support the Council's corporate priorities.

The post-holder will be responsible for managing the Council's Atamis Commercial Management System, providing easy access to data and information about all aspects of commissioning, procurement and contract management including spend analysis, supplier relationship management, pipeline planning, tendering, and contract lifecycle management.

The role will work closely with Procurement Category Managers, service areas, Finance, Legal, and corporate partners to strengthen governance, improve procurement intelligence, reduce commercial risk, and embed consistent contract management practices across the organisation.

Key responsibilities include:

- Supporting and promoting effective contract lifecycle management across the Council, including mobilisation, implementation, performance management, renewals, extensions, variations, and contract exit arrangements.
- Leading on the maintenance and development of procurement and contract management systems, templates, workflows, and reporting tools to ensure they are efficient, accessible, and user-focused.
- Ensuring the corporate contract register remains accurate, complete, and audit-ready.
- Developing dashboards, reports, and procurement insight to support decision-making, performance monitoring, compliance, and procurement planning.
- Providing spend analysis, management information, and procurement intelligence to identify risks, opportunities, aggregation potential, and areas for improvement.
- Supporting compliance with procurement governance requirements, statutory transparency obligations, and reporting requirements under the Procurement Act 2023.
- Promoting best practice in contract management, supplier performance management, and contract assurance across the organisation.
- Supporting audit, governance, and assurance activity through accurate record keeping, reporting, and data management.
- Contributing to continuous improvement initiatives, including improvements to procurement systems, guidance, templates, and user experience.
- Embedding ethical procurement, sustainability, social value, and responsible sourcing principles within operational contract management activity.
- Providing practical advice, guidance, and support to service areas to strengthen procurement and contract management capability across the Council.
- Working collaboratively with internal stakeholders and suppliers to support compliant, customer-focused, and value-driven outcomes.



This role will suit someone with significant experience in public sector procurement or contract management who enjoys working with systems, data, governance, and operational improvement. The successful candidate will bring strong organisational skills, analytical capability, attention to detail, and a collaborative approach to delivering high-quality procurement and contract management support across the Council.

Please see **Appendix A (page 9)** for a full copy of the **Job Description and Person Specification**.

Top Tips on How to Apply

Submitting a strong application gives you the best chance of progressing to the next stage of the recruitment process. The following guidance applies to all roles and will help you prepare a clear, compelling application:

1. Read the Job Description and Person Specification Thoroughly

- Make sure you understand the key duties, expectations, and essential criteria.
- Use the person specification as your guide when writing your application.

2. Provide Clear Evidence of Your Skills and Experience

- Show *how* you meet the criteria using specific, real examples.
- Consider using the **STAR method** (Situation, Task, Action, Result) to structure your responses.

3. Tailor Your Application

- Avoid generic statements. Focus on experience that directly relates to the role you are applying for.
- Demonstrate how your strengths align with the organisation's values and priorities.

4. Highlight Your Achievements

- Include examples of work you are proud of or significant contributions you have made in previous roles.
- Emphasise impact – improvements, efficiencies, positive outcomes, or innovations.

5. Be Clear About Qualifications and Training

- List all relevant qualifications and professional training, including dates and awarding bodies.
- If you are working towards a qualification, include expected completion dates.

6. Showcase Transferable Skills

- Skills such as communication, teamwork, problem-solving, digital literacy, and organisation are valuable across all roles.



- Provide examples that demonstrate these effectively.

7. Check Your Application Carefully

- Review your responses for clarity, spelling, and completeness.
- Ensure all sections of the application form have been filled in fully.

8. Submit Your Application Before the Deadline

- Note the closing date and allow plenty of time to prepare your application.
- Late submissions usually cannot be considered.

9. Prepare for Potential Next Steps

- If shortlisted, you may be invited to an interview, assessment task, or presentation.
- Be ready to discuss your experience, approach to work, and examples of how you meet the role's requirements.

Application and Selection Information

The closing date for this vacancy is **3 July 2026** (or earlier in the event of high volume of applications being received).

Provisional interview dates are **week commencing 13 July 2026**.

We are an Equal Opportunities Employer; all candidates will receive equal treatment. Our decision to appoint will be based upon whether an individual's skills, experience, qualifications, and abilities make them the most suitable candidate for the role.

All disabled and care experienced applicants will be offered an interview where they meet all essential criteria on the person specification.

Please ensure that you meet all the essential criteria outlined in the person specification before submitting your application. Only applicants who demonstrate that they meet all essential criteria will be considered and invited to interview.



Appendix A – Job Description and Person Specification

| | |
|-------------------------|--|
| Post: | Procurement Insight and Contract Management Lead |
| Directorate: | Corporate Resources |
| Location: | Agile/Sefton |
| Division: | Procurement |
| Grade: | K |
| Reporting to: | Head of Procurement |
| Responsible for: | Supporting procurement and contract management. |

Purpose of the Role

The Procurement Insight and Contract Management Lead is a senior specialist role responsible for supporting and enabling effective procurement and contract management across the Council. The post focuses on contract lifecycle management, systems, data, insight, compliance, and assurance, enabling procurement activity to be translated into well-managed, compliant, and high-performing contracts that deliver value for money and support corporate priorities.

The postholder will provide professional guidance on contract management best practice, systems, and governance, embedding a consistent and proportionate approach in line with the Procurement Act 2023. Working closely with Procurement Category Managers, service areas and corporate partners, the role enables strategic focus by ensuring operational contract management, data quality and assurance are robust and reliable.

The Procurement Insight and Contract Management Lead role reports to the Head of Procurement and provides operational leadership for contract management, systems, data, and assurance. The role supports improved outcomes, strengthened governance, and reduced commercial and delivery risk across the organisation.

Key Responsibilities

Contracts Lifecycle Management and Assurance

- Oversee and maintain corporate procurement and contract management systems, templates, and workflows, ensuring they are efficient, accessible, and user-focused.
- Working with the Procurement Operations Manager, ensure the corporate contract register is complete, accurate and audit-ready at all times.
- Support services across the Council in contract lifecycle management, including mobilisation, implementation, performance management, variation, extension, renewal, and exit.
- Provide direct operational support for corporate and cross-cutting contracts where required.



- Act as corporate lead for contract management standards, promoting consistent approaches to responsibilities, performance measures, review arrangements, and escalation.
- Promote best practice in contract performance management, including review meetings, issue resolution, and forward planning.

Procurement Insight, Systems and Compliance

- Lead the operational management and configuration of Atamis (or equivalent) to ensure it supports procurement intelligence and insight.
- Develop and maintain dashboards and reports covering procurement pipelines, cycle times, savings, compliance, and contract performance.
- Provide procurement and contract insight, including spend analysis and management information, to support decision-making.
- Support identification of procurement risk, aggregation opportunities and patterns of below-threshold spend.
- Ensure compliance with statutory transparency, reporting, and publishing requirements under the Procurement Act 2023.
- Maintain accurate records for contract documentation, notices, variations, and performance in line with governance requirements.
- Support audit, governance, and assurance activity through accurate and timely data and reporting.

Governance, Policy, and Continuous Improvement

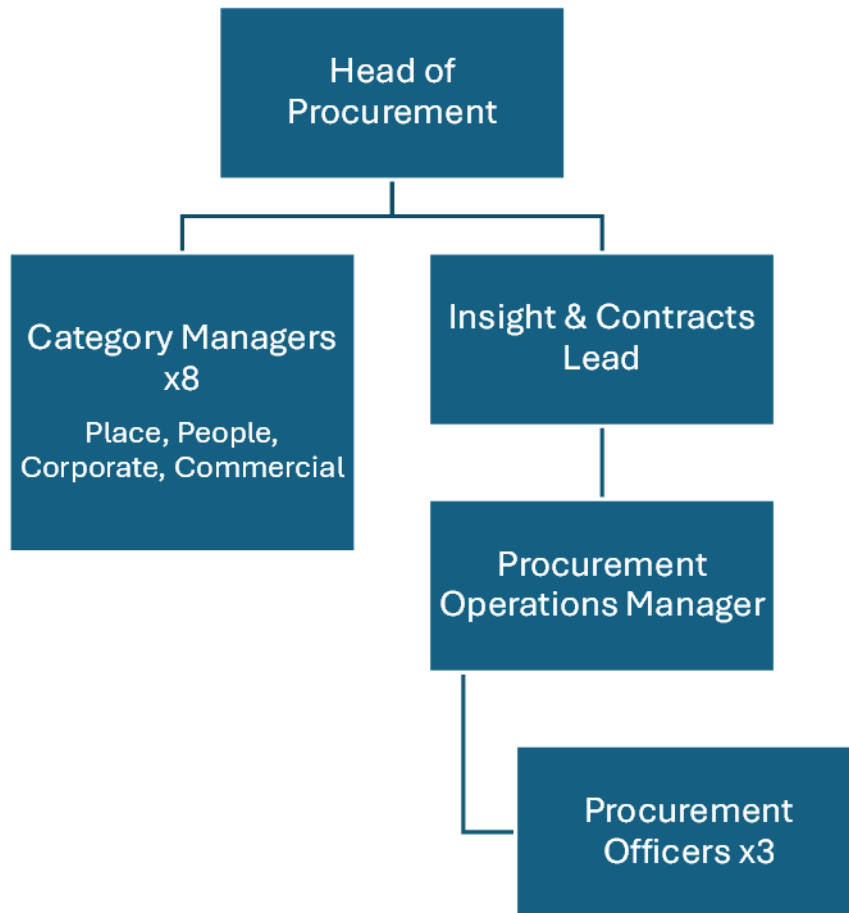
- Promote best practice in supplier and contract performance management, including risk management and corrective action planning.
- Support compliance with statutory, regulatory, and internal governance requirements, with particular focus on reducing the use of the contract waiver protocols.
- Provide contract-related assurance and information to leadership, governance, and audit forums.
- Contribute to continuous improvement of procurement systems, templates, guidance, and user experience.
- Embed ethical procurement, social value, sustainability, and responsible sourcing principles into operational contract management.
- Support the development of contract management capability across the organisation through advice, guidance, and practical tools.

Collaboration and Service Support

- Work collaboratively with Procurement Category Managers, Finance, Legal and service teams to align operational delivery with strategic procurement objectives.
- Enable effective collaboration between procurement, service areas, and suppliers to deliver compliant, value-for-money outcomes.
- Contribute positively to a high-performing, customer-focused Procurement and Contract Management Service.



ORGANISATION CHART



SPECIAL CONDITIONS

The role will predominantly require collaborative working with teams across the Council from remote locations / with opportunity for working from home and alongside Procurement team members.

There may be a requirement to work outside normal office hours from time to time.

This postholder will provide the members of the Strategic Leadership Board, Service Managers and elected members with advice and guidance when considering contract and quality issues.

Since confidential information is involved with the duties of this post, the postholder will be required to exercise discretion at all times and to observe relevant codes of practice and legislation in relation to data protection and personal information.

Undertake, and participate in training, coaching and development activities, as appropriate.

GENERAL

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.



All staff have a duty to take care of their own health and safety and that of others who may be affected by your actions at work. Staff must co-operate with employers and co-workers to help everyone meet their legal requirements.

The Authority has an approved equality policy in employment and copies are available to all employees. The post holder will be expected to comply with, observe and promote the equality policies of the Council.

The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

Note: Where the postholder is disabled, every reasonable effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job.

Prepared by:

Name: Christian Rogers
Designation: Assistant Director - Commercial
Date: May 2026



PERSON SPECIFICATION

| Personal Attributes Required (considerations) | Essential (E) Or Desirable (D) | Method of Assessment (suggested) |
|--|--------------------------------------|--|
| <u>QUALIFICATIONS/TRAINING</u> | | |
| Working towards MCIPS or equivalent relevant professional qualification. | E | AF/I |
| Evidence of continuing professional development in public sector procurement. | E | AF |
| <u>EXPERIENCE</u> | | |
| Substantial experience in public sector procurement or contract management roles. | E | AF/I |
| Experience of contract lifecycle management, including performance monitoring and renewals. | E | AF/I |
| Experience of maintaining corporate contract registers and procurement systems. | E | AF/I |
| Experience of providing contract-related assurance, data, and insight. | E | AF/I |
| <u>SKILLS/KNOWLEDGE/ABILITY AND VALUE-BASED CRITERIA</u> | | |
| Strong knowledge of public sector procurement legislation, including the Procurement Act 2023. | E | AF/I |
| Understanding of procurement governance, compliance, and contract administration. | E | AF/I |
| Strong analytical skills with ability to produce dashboards and management information. | E | AF/I |
| High levels of accuracy and attention to detail. | E | AF/I |
| Effective communication and stakeholder management skills. | E | AF/I |
| Commitment to ethical procurement, social value, and sustainability. | E | AF/I |
| <u>SPECIAL REQUIREMENTS</u> | | |
| Ability to travel independently across the Borough | E | AF/I |
| Willingness to work flexibly to meet service needs | E | AF/I |

Assessment Methods

- AF: Application Form**
- I: Interview**
- C: Certificates**
- P: Presentation**

Prepared by: Christian Rogers

Date: May 2026

