

	<b>Job Title</b>	Head of Procurement
	<b>Department</b>	Resources
	<b>Section</b>	Legal, Procurement and HR
	<b>Grade</b>	Hay 5
	<b>Reports to</b>	Director of Legal and HR Services
	<b>Staffing Responsibility</b>	Direct line management of 6 Total staffing responsibility of 12

**Job Purpose:**

- To provide strategic and operational procurement expertise and leadership.
- To manage and lead the Council's Procurement Service to ensure professional procurement expertise is available to support the operational programme delivery of the procurement and commercial objectives of Brent Council.
- To engage with senior stakeholders and customers and to contribute significant contemporary best practice, strategic procurement and commercial and contract management expertise.
- To ensure value for money and savings delivery through procurement activity.
- To lead the achievement of Brent's key policy objectives through procurement activity.

**Dimensions:**

- Direct responsibility for a Procurement team budget of approx. £900k.
- Professional influence over the organisation's approx. £220m third party expenditure.
- Team management of up to 12 roles (6 direct reports).
- Strategic planning, typically over a 3-5 year timeframe (e.g. development of procurement strategy)
- Significant role in working with and influencing senior stakeholders, up to Chief Officer and Cabinet Member level.
- Partnership working with suppliers and other authorities (local government, health and others).
- Strategic and operational accountability for organisation-wide procurement practice.

**Principal Accountabilities:**

1. To provide strategic and operational leadership of the procurement team and council-wide procurement activities.
2. To work with the Corporate Management Team, Members and other senior stakeholders to develop and implement a council procurement strategy that supports and complements the Brent Borough Plan (refresh due 2018).

3. To own the council's procurement pipeline and use this to drive strategic decision making, operational effectiveness and secure opportunities for category management benefits.
4. To own the council's contracts register and use this to drive strategic decision making, operational effectiveness and secure opportunities for category management benefits.
5. To ensure that procurement activity enables the delivery of the council's strategic priorities and commissioning intentions.
6. To facilitate the delivery of financial savings through procurement activity and to own the single, definitive source of information on this.
7. To provide key professional input to the council's Standing Orders relating to Contracts (owned by the Chief Legal Officer).
8. To ensure that procurement processes are compliant, efficient and represent good practice both in terms of robustness and transparency/accessibility for suppliers, including small and local businesses.
9. To ensure that associated legislation is complied with, including the council's duties in respect of the Transparency agenda, Modern Slavery and the Public Services (Social Value) Act.
10. To ensure that the council achieves its wider policy objectives through procurement activities, including wider social and economic benefits, particularly with a local impact.
11. To bring experience and expert knowledge of reviewing systems and processes and transforming them to be leaner, user friendly and cost effective.
12. To develop and implement contract management best practice across the council, working closely with the different service areas to implement the council's agreed model with the flexibility and adaptability needed for the council's diverse services.
13. To lead major commercial discussions with third parties, working closely with the relevant service lead, as agreed with the appropriate Department Management Teams.
14. To lead on ensuring that relevant and proportionate procurement skills and awareness are developed across the organisation.
15. To ensure continuous professional development for officers within the procurement team
16. To manage the procurement team staff and budgets in accordance with the council's code of conduct, employment and equalities policies and financial regulations procedures and frameworks ensuring value for money in the planning and allocation of resources.
17. To act as an effective ambassador and advocate representing the council in forums responsible for shaping public sector services including Government departments, GLA and other partners and professional organisations.
18. To attend DMT, CMT and political meetings as required.
19. Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well being of children and vulnerable adults.
20. Carry out duties with due regard to the council's customer care; equal opportunities; information governance, data protection and health and safety policies and procedures.
21. Undertake any other duties commensurate with the general level of responsibility of this post.

### **Job Context:**

- Wide range of internal and external contacts including directors, senior managers, elected members, professional bodies, partner organisations, suppliers and government functions involving the use of a wide range of interpersonal skills.
- Management and leadership of a team to achieve high performance.
- Lead role in the development of the council's capability in this professional area.
- Operates within a corporate framework but with considerable freedom to shape services.
- Leads on policy and development and ensures implementation of new legislative requirements.
- Ensures high professional standards.
- A demeanour which engenders confidence.

<b>DBS Status</b>	To be confirmed with Human Resources
<b>Politically Restricted</b>	Yes

# Person Specification

## Knowledge, Experience & Skills

*Specify the knowledge, experience, skills and abilities required.*

### Knowledge and Qualifications

- Comprehensive understanding of the Public Contract Regulations 2015 and other legislation and codes of practice relevant to the post, role and their practical application.
- Comprehensive understanding of financial management and modelling as it relates to the procurement of services and the delivery of value for money and savings.
- Understanding of current local government policies, practices, issues and challenges.
- Knowledge of a wide portfolio of the various tools and techniques of procurement, including, but not limited to, different procurement models and options the benefits or otherwise of their use.
- Knowledge of category management best practice
- Knowledge and understanding of the commercial environment in a large organisation, preferably in public sector procurement with regulatory constraints, e.g. EU procurement directives.
- Knowledge of contract management best practice and implementation techniques

### Experience

- Substantial track record of achievement at a senior level delivering a procurement service in a similarly large and complex organisation including:
  - delivering customer focused services and service improvements managing demands and pressures on the service and tight deadlines
  - ensuring that the service is effectively resourced to deliver to the required standard
  - planning for a minimum of one year anticipating priorities, changing landscape and predict the future service;
  - engaging with and influencing senior stakeholders including, members, directors, heads of services, stakeholders from partner organisations, senior stakeholders from supplier organisations, residents, service users and community organisations.
  - managing negotiations successfully with suppliers / providers in a challenging environment.
  - supply chain analysis, category management, market development and contract management in strategic and complex areas of spend.
  - commercially driving suppliers to deliver service and financial targets, whilst maintaining relationships and service levels.
- Track record of translating a strategic vision into deliverable programmes and plans, communicating effectively with all those involved to ensure successful delivery
- Experienced in design, implementation and management of procurement systems that interface with financial systems reduce manual effort and facilitate provision of meaningful procurement management information
- Experienced in identifying and negotiating contractor performance milestones, and in monitoring performance
- Experience of working as part of a senior management team to ensure corporate aims and objectives are achieved
- Experience of managing and delivering on change initiatives, the adoption of best practice tools and techniques, efficiency savings and service improvement.

- Proven track record in managing teams, developing people, handling conflict effectively and motivating people within a change environment.

### **Key Skills**

- High-level project management skills, business planning and financial management skills.
- Results-driven and pro-active strategy skills.
- High level networking skills across organisational boundaries.
- Strong Leadership and management skills including people, performance and budget management
- Strong communication, negotiating and influencing skills
- Able to effectively promote the benefits of category management to all stakeholder levels
- Work collaboratively and corporately and departmentally
- Strong role model who demonstrates a personal commitment to high standards of public service, equalities, integrity and professionalism
- Intellectual ability to think and act strategically, analyse complex evidence and develop practical, innovative entrepreneurial solutions to the management of strategic issues and complex problems.
- Ability to understand, manage and shape markets, and how they operate.
- An ability to identify competitive advantages in services/contracts, being able to demonstrate success in a range of fields
- Organisational skills to translate strategy into plans and deliver high performing procurement services, managing risks and overcoming barriers to success.
- Ability to assess, understand and manage the political pressures and demands upon the organisation.
- Ability to encourage innovative solutions, support and 'can do' culture and achieve results.