

	Job Title	Procurement Manager
	Department	Resources
	Section	Legal, HR and Procurement
	Grade	PO7
	Reports to	Head of Procurement
	Staffing Responsibility	5 direct reports: <ul style="list-style-type: none"> • 3 Procurement Officers • 1 Procurement Analyst • 1 Procurement Apprentice
	Organisation	

Job Purpose:

- Provide expert technical information, advice and guidance on all aspects of the procurement process to internal customers
- Effectively deal with third party suppliers as external customers of Brent’s processes.
- Develop the council’s procurement policies and processes, ensuring compliance with relevant legislation and incorporation of wider council policy objectives.
- To act as the council’s principal source of knowledge on public procurement processes.

Principal Accountabilities and Responsibilities:

- Provide quality advice and guidance to internal customers on all aspects of the procurement process, supported by expert technical knowledge including relevant legislation and best practice.
- Manage and lead the procurement team to achieve high performance and effective operational delivery, including developing and improving staff capability.
- Manage a customer focused service and in conjunction with the Head of Procurement ensure an effective allocation of resources to support Procurement Business Partners deliver the various projects identified in the pipeline.
- Ensure that procurement strategy and decision making is well-informed by providing insightful management information and maintaining the council’s contracts register and procurement forward plan.

- Solution owner for the council's e-procurement systems, taking ownership of these to ensure the latest developments are incorporated to the council's procurement activity.
- Ensure compliance with relevant legislation and best practice, including OJEU and Transparency Agenda requirements.
- Keep up to date with developments in procurement and best practice to ensure the service performs effectively and to the highest standards.
- 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
- 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.
- Undertake any other duties commensurate with the general level of responsibility of this post.

Job Context:

- Operates within a framework set by Corporate and Departmental Management Teams, but with freedom to influence the shape of services.
- Policy and service development involvement.
- Wide range of internal and external contacts and partnership working.
- Management / leadership of a high performance team.

DBS Status	Not required
Politically Restricted	No

Person Specification

Job Knowledge, Skills & Experience:

All criteria are essential

Knowledge and Qualifications:

- Degree in relevant discipline (or commensurate relevant experience)
- MCIPS qualified
- Evidence of Continuing Professional Development
- Expert knowledge of public procurement processes
- Knowledge of e-procurement
- Knowledge of the purchase-to-pay (P2P) process and related finance systems, e.g. Oracle
- Knowledge of the wider policy context for public procurement, e.g. the Transparency Agenda, Social Value, London Living Wage, Modern Slavery

Experience:

- Significant experience of managing procurements in a large, complex organisation
- Experience of managing end-to-end procurement processes in a public sector setting
- Experience of successfully working with a broad range of internal and external customers
- Line management and team leadership
- Experience of driving improvements to processes and performance

Skills and Abilities:

- Ability to plan and prioritise own workload efficiently.
- Ability to plan and prioritise workload for team, including management of procurement forward plan and allocation of Procurement Officer resource to projects
- Team building and performance management
- Good stakeholder management skills, able to work with different stakeholders to incorporate council policy objectives into the procurement process
- Good communication skills, able to communicate technical concepts clearly to a range of stakeholders in writing and face to face
- Attention to detail and analytical skills, to ensure the provision of insightful management information and effective forward planning
- Excellent ICT skills, able to confidently use all standard office productivity applications and demonstrate an aptitude to use corporate systems such as Oracle