JOB DESCRIPTION

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| **JOB TITLE** | **Lead Procurement Advisor (Place / People / Corporate)** |
| **GRADE** | PO13 |
| **REPORTING TO** | **Head of Procurement and Insurance** |
| **JD REF** | **BUS0142P** |

PURPOSE

The Lead Procurement Adviser is responsible for the strategic management of specific contracts across the Council; being directly involved in all elements of the commissioning cycle including but not limited to business case development, market analysis, sourcing, and contract management.

The Procurement and Contract Management Service is responsible for the delivery and management of key strategic contracts let by the Council. A consistent approach to commissioning, sourcing and contract management is essential to ensuring the outcomes proposed by suppliers are delivered and relationships are developed to maximise the benefits of long-term partnerships – the postholder will have responsibility for ensuring that this is put into practice.

Main duties and responsibilities

1. Lead and influence a defined pillar of economic activity for all aspects of procurement and demand management and to develop a business improvement approach by identifying opportunities to manage costs and improve efficiency.
2. Accountable for the delivery of specific strategic procurement projects and support the development and delivery of service strategies and objectives.
3. Responsible for the day to day running of high value, high risk, contracts, organising own work and designating identified work to other members of the service.
4. Accountable for decision-making and engagement of optimum routes to procurement, based on market developments, changes to service requirements and business transformation.
5. Provide comprehensive, relevant and high value insight into all procurement and commercial aspects of the supply chain.
6. Develop and engage best practice commissioning management in partnership with commissioners and senior managers to ensure that projects achieve defined outcomes and deliver efficiencies to the Council.
7. Accountable for ensuring market testing and market intelligence is undertaken throughout the specialist procurement category and apply market shaping techniques.
8. Explore social value opportunities and sustainable outcomes in partnership with lead commissioners, proactively identifying opportunities to develop local economy procurement solutions.
9. Represent the Council at external meetings, including those with suppliers and partners.
10. Investigate market intelligence activities, trends & development in application of current best practice procurement. Identify, communicate and drive peer innovation, improvement and efficiencies.

ESSENTIAL CRITERIA

**Qualifications:**

1. Member of Chartered Institute of Procurement and Supply and qualified to the Professional Diploma standard, or equivalent.

**Knowledge & Skills:**

1. Knowledge and experience of the full procurement lifecycle.
2. The ability to manage multiple projects, at different stages of development simultaneously.
3. Able to influence stakeholders with strong communication and consultative skills.
4. Strong analytical and data management skills.
5. Highly developed knowledge, experience and application of legislation, regulations, standards, specifications, and operational practices.

**Experience:**

1. Demonstrable experience of developing and implementing procurement strategies.
2. Demonstrable experience of supporting service delivery specification development, in conjunction with departments, as part of commissioning and procurement processes.
3. In-depth experience of supporting commissioners in developing supplier performance metrics and contract performance systems.
4. Experience of ensuring all procurement activity meets legislative requirements through professional knowledge and, where required, liaison with professionally qualified legal advisors.

DESIRABLE CRITERIA

1. Educated to post graduate level
2. Experience of managing large-scale contracts
3. Experience of delivering transformational change

ADDITIONAL INFORMATION

The job role may require working outside of normal office hours to attend meetings.

The job role may require travel between different local sites.

dATE OF APPROVAL: 20th December 2023

APPROVED BY:Daniel Kirwan, AD - Finance & Investment.