

ROLE DESCRIPTION

Job Title	Head of Procurement
Salary Band	SCP 51-55
Reporting to	Interim Director of Finance
Directorate	Resources Directorate
Service Area and sub area	Finance
Team	Procurement
Political Restriction	No

1. Primary Purpose of the Post
<p>You will; -</p> <ul style="list-style-type: none"> • Develop, translate and embed Procurement Policy and Practice in line with new and existing legislation, ensuring that all procurement activity is solution focused and compliant with legislative and constitutional frameworks. • Develop and embed forward thinking procurement practice across the diverse range of commissioning and contractual opportunities across the Authority to achieve much wider financial and non-financial impact through significant investment of public spending. • Provide strategic leadership and drive the transformation of procurement and commissioning practice, working with all directorates across the organisation to provide a high quality, 'tailored' and responsive service which drives forward the strategic missions of the Authority through every procurement and commissioning opportunity. • Lead an environment of transformational change and innovation, developing and driving improvement programs in a time of financial constraints whilst providing clear and effective leadership to enable success. • Work in collaboration and be a positive influence with other public sector partners to develop new procurement and commissioning approaches, specifically CA,s on significant major programmes / significant levels of spend. • Be the Authorities procurement lead at a Region level, influencing the overall direction of ethical procurement practices regionally and ensuring the Regions best interests are strongly represented. • Play a lead role in shaping and realising maximum social value impact, through progressive procurement practice and you will be the LCRCA's procurement lead influencing the overall direction of ethical procurement practices regionally. • Develop and maintain robust data intelligence and insight to inform procurement decisions and develop a commercial procurement offer.

- Provide strategic leadership and drive the transformation of procurement and commissioning practice across the Liverpool City Region Combined Authority.

2. Your responsibilities

- Be a key member of the Finance Services and extended senior leadership team across Resources Directorate, reporting to the Assistant Director of Finance.
- Lead the successful implementation of the Procurement Act across the Authority, translating legislation into progressive procurement practice.
- Engage with appropriate stakeholders to develop and implement a progressive procurement strategy.
- Lead the review of the delivery model of the procurement function to establish the best and most effective practise.
- Working with SLT colleagues develop a procurement approach to best ensure delivery of the emerging Integrated Settlement outcomes.
- Develop and maintain strong working relationships with directorate management teams to promote and embed a culture of progressive procurement, providing high quality, responsive 'tailored' procurement support across the organisation.
- Develop procurement intelligence from a range of data sources through business analysis, cost modelling, reporting and performance analysis to inform procurement decisions and develop a commercial procurement offer.
- Adopt robust information management practices, managing all aspects of data related to procurement performance and contract management, including Key Performance Indicators.
- Support the development and management of systems used by the Procurement Team and wider authority to procure and manage suppliers. This will include implementing technology-enabled programmes of improvement and developing the support required by users of these systems.
- Provide leadership to the Procurement team, with responsibility for the technical and operational delivery of a range of procurement support services across a number of customers and directorates.
- Provide expert technical advice on a variety of commercial contracts across multiple agreement and ownership structures working in partnership with colleagues in other departments including legal services.
- Develop and embed robust, procurement policy and procedures to support directorates to spend public money compliantly which delivers best value for money and better outcomes whilst also tackling inequalities for our residents and communities.
- Take the lead on further embedding and realising social value into all procurement and commissioning intentions.
- Work with sector and procurement think tanks and policy leads to ensure we are translating the very latest best practice into the Authorities delivery.
- Be an ambassador for LCRCA ensuring that we are recognised as leaders and exemplars in procurement practice.

- Support the creation of thriving local supply chains and business ecosystems which are committed to strong local employment opportunities and the recirculation of wealth locally
- Act as the key senior contact for procurement related activity, responsible for governance, working closely with Internal Audit services to ensure compliance.
- Take an active leadership role developing and implementing procurement plans for the Region in partnership with colleagues from other anchor organisations
- Lead, plan and implement a comprehensive monitoring process as part of tendering, procurement and commissioning services, promoting social value best practices.
- Shape and embed an effective approach to supplier relationship and contract management oversight across the Authority, ensuring high quality, compliant delivery of goods and services with maximum social value impact for local people.
- Develop learning and development resources for commissioners, contract managers and suppliers to support inclusive procurement practice.
- Represent the Authority positively, learning from and sharing best practice with external partners including through regional and national networks.
- Be responsible for the provision of reports for the Executive and Senior Leadership Management Teams which provide data and insight into procurement activity and provide spend analysis.
- Positively contribute to the Authorities strategic priorities and objectives and those priorities of the Resources directorate.
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules.

3. General Corporate Responsibilities

- To comply with and promote social value, equality and diversity, health and safety in accordance with policies and legal requirements.
- To abide by the Committee of Standards on Public Life 'The Seven Principles of Public Life', also known as the 'Nolan Principles'.
- To effectively manage resources to meet business objectives;
- Managing the procurement process including the evaluation process.
- Managing risk within the procurement process.
- Managing resources to undertake the evaluation process.
- It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements and with Standing Orders and Financial Regulations of the Combined Authority, and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice, and the Combined Authority's safety plan.

This job description is not intended to be prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.

4. Recruitment Plan



**LIVERPOOL
CITY REGION**
COMBINED AUTHORITY

METROMAYOR
LIVERPOOL CITY REGION

Competency Based Interview
Assessment

PERSON SPECIFICATION

Job Title: Head of Procurement

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
Educated to degree level or equivalent level of proven extensive experience relevant to the role	E	A, I
Relevant professional qualification or equivalent such as MCIPS (Member of Chartered Institute of Procurement and Supply)	E	A, I

Experience and knowledge	E = Essential D = Desirable	Identified By
Extensive experience as a lead procurement professional leading a public sector procurement team providing strategic and technical procurement support to a wide range of departments.	E	A, I
Strong technical expertise and track record of procuring, varying, and managing a variety of Commercial Contracts across multiple agreement and ownership structures	E	A, I,
Significant market management expertise and experience of market engagement, contract and supplier relationship management.	E	A, I,
Experience of leading services which demonstrate how different procurement approaches can deliver maximum value both in financial efficiencies and social value.	E	A, I
Experience of communicating at all levels and presenting complex, sensitive and contentious information to a range of audiences including strong external communication skills in a politically sensitive environment	E	A, I, P
Successful financial management including prioritisation within available resource	E	A, I
Good understanding of leading in a political organisation and decision-making processes	E	A, I

Skills and abilities	E = Essential D = Desirable	Identified By
Ability to demonstrate experience of implementing organisation wide changes in policy and procedure and a clear understanding of the steps necessary to achieve successful organisational change	E	A, I



Ability to successfully influence key decision makers, building confidence and credibility with senior leaders both internally and externally	E	A, I
Ability to evaluate service delivery to inform service development using creative, solution focused, innovative thinking	E	A, I

Core Behavioural Competencies	E = Essential D = Desirable	Identified By
Evidence of continuing professional development, which demonstrates a good understanding of current principles, theory and best practice in public sector procurement.	E	A, I

Key to Assessment Methods:

I – Interview	A - Application	P – Presentation
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