

JOB DESCRIPTION

JOB TITLE	Head of Procurement for Place and Corporate Pillars
GRADE	EPO25
REPORTING TO	Assistant Director – Procurement and Commercial Services
JD REF	CSTRAT0069P

PURPOSE

The Head of Service is the professional lead for Procurements Place and Corporate Pillars covering the Procurement lifecycle from identification of need, development of the procurement strategy, management of competition processes, overseeing contract management including exit/termination provision.

The role exerts significant impact within the Place and Corporate Pillars of the Council ensuring a professional approach to the compliant management of hundreds of millions of pounds external spend; identifying and facilitating savings, cost avoidance, social value and process efficiencies.

MAIN DUTIES AND RESPONSIBILITIES

- Develop and implement a procurement strategy to meet the Place and Corporate Pillars business objectives.
- Manage the procurement process, including contract negotiations, and ensure compliance with relevant legislation.
- Advise the Place and Corporate Pillars on all strategic procurement and contract management matters and act as the source of the Council's procurement expertise.
- Lead and manage the Place and Corporate Pillars' Procurement and Contract Management Service ensuring the appropriate professional standards are continually delivered, development plans in place and resources managed in line with the departmental budget.
- Be accountable for strong and lasting relationships being built with Council Directors, Senior Managers and elected Members, implementing policies along with maintaining strategies and business plans and reporting against a set of Corporate Performance Indicators specific to the Place and Corporate Pillars.
- Represent the Council at external meetings, including those with key strategic suppliers.
- Manage a team of procurement professionals to deliver an effective service to ensure delivery at a consistently high quality, supporting service departments in the delivery of value for money taking account of their needs to maximise benefits for the wider community.
- Responsible for leading on and promoting health & safety compliance within the associated directorate.

ESSENTIAL CRITERIA

Qualifications:

- A degree or professional qualification in procurement, insurance or a related field.
- Continuing Professional Development (CPD).

Knowledge & Skills:

- Knowledge and experience of the full procurement lifecycle.
- Knowledge of insurance claims and risk management.
- Knowledge of the stages involved in developing and implementing procurement strategies.
- Knowledge of relevant procurement and insurance legislation.
- Excellent communication and negotiation skills.

Experience:

- Demonstrable experience of developing and implementing procurement strategies.
- Significant experience of leading, managing and motivating a team made up of employees with different skill sets.
- Significant experience of delivering organisational improvement through control mechanisms and policy and procedure changes.
- Significant experience of working closely with commissioners to deliver best value.

DESIRABLE CRITERIA

- Educated to master's degree level

ADDITIONAL INFORMATION

Required to work flexibly, sometimes working outside of normal office hours to attend meetings.

Able to travel around the Wirral using private or public transport.

DATE OF APPROVAL: 6 MARCH 2026

**APPROVED BY: STEVE BOYD - ASSISTANT DIRECTOR –
PROCUREMENT AND COMMERCIAL SERVICES**

