**Manchester City Council**

**Role Profile**

**Senior Procurement Manager, Grade 11**

**Integrated Commissioning and Procurement Team, Corporate Services**

**Reports to: Assistant Director Integrated Commissioning and Procurement**

**Job Family: Commissioning and Commercial**

**Key Role Descriptors:**

As a subject matter expert, the role holder will lead the design, development and implementation of procurement and commissioning governance frameworks which enable the commissioning or commercial functions to contribute and support the achievement of the council’s strategic and operational objectives.

The role holder will be responsible for the development and effective operational management of a range of commercial or commissioning functions which focus on quality, value for money, Social Value and carbon reduction.

The roleholder will develop links to support coordinated working across services and key stakeholders to aid the delivery of to the Our Manchester Strategy priorities within contracts for Goods, Service and Construction Works.

**Key Role Accountabilities:**

Develop, lead and support strategic priorities through the provision of specialist advice and guidance to colleagues across the organisation, accounting for factors and elements beyond direct control and area of specialism to support a whole council approach to decision making.

Manage the development of robust business processes, policies and strategies for improvement, adopting appropriate nationwide standards and policies and complying with quality assurance, legislative and professional requirements. Work with other service areas to provide advice, expertise and guidance to support business objectives.

Effectively commission work packages both within the assigned service area and from other service areas / organisations in order to provide a holistic approach to advice and ensure that all factors are accounted for in the decision making processes of the organisation.

Proactively analyse and present complex and technical information from a variety of different sources using established research methodology.

Lead on the review and development of service standards and organisational strategies for the assigned service area, defining key performance indicators and ensuring they are continually measured and improved. Ensure that the organisational direction of travel and agreed policies / procedures are embedded within strategy development, including Public Service Reform principles.

Roles at this level may be required to manage a range of assigned resources, which may be human, financial or other, to ensure continuous improvement in service delivery. Staff management duties may be either through direct line management of a team (including appraisals, performance management and other duties) or through matrix management of a virtual team of officers.

Personal commitment to continuous self-development and service improvement.

Through personal example, open commitment and clear action, ensure diversity and inclusion is positively valued, resulting in equal access and treatment in employment, service delivery and communications.

**Where the role holder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all duties of the job. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.**

**Role Portfolio:**

This role sits within the Integrated Commissioning and Procurement Team in the Corporate Services Directorate.

The team manages procurement for and provides commissioning and contract management leadership and support to the Council. It also provides strategic procurement support for Bolton Council. The team works across directorates providing commercial leadership and advice to help deliver contracts that achieve good value for money (including social value) and good outcomes for Manchester and Bolton residents, as well as ensure compliance with UK procurement legislation.

Key stakeholders in addition to operational directorate teams that deliver front line services include, Audit and Risk Management, Finance, ICT and Legal Services.

This role is a senior role within the team with responsibility for managing complex procurement projects (including managing the team’s relationship and work with the North West Construction Hub and the Council’s Capital Programmes team), shaping ways of working and culture within the procurement functions in Manchester and Bolton.

**The rôle is, among other things, responsible for**:

* Leading on complex procurements for Manchester City Council and Bolton Council, managing procurement staff on the projects and managing the relationships with relevant stakeholders. The role holder will be expected to manage the full end-to-end process, from advising services on initial design considerations, through to the procurement strategy, the procurement itself and subsequent award and contracting.
* Leading the procurement support and advice for the North West Construction Hub and the Council’s Capital Programmes Team (who manage large-scale and small-scale construction-related projects for the Council), including (i) leading procurement projects for new frameworks for the Hub; (ii) supporting the business development of North West Construction Hub; (iii) acting as an ‘Ambassador’ for NWCH at professional / industry seminars and NWCH events, to promote the value of using NWCH / collaborative ways of working in capital procurement; (iv) lead adviser to Capital Programmes on procurement matters.
* Supporting the development of the procurement functions within Manchester City Council and Bolton council. As well as line management responsibility for a small number of staff, the role holder has responsibility for working with the wider procurement staff in Manchester and Bolton to identify, develop and implement new ways of working for procurement, thereby embedding good practice.
* Representing the Council internally (e.g. at Council Scrutiny or Board meetings) and externally (e.g. supplier events, conferences, external network meetings) to promote the work of the team and learn from others to share good practice.

The team currently operates hybrid working (i.e. mixture of office and home working). Please note that this includes working on site at both Manchester and Bolton council offices.

**Procurement Manager Level 2– Key Behaviours, Skills and Technical Requirements**

**Generic Behaviours: Manager**

* We are proud and passionate about Manchester
* We take time to listen and understand
* We ‘own it’ and we’re not afraid to try new things
* We work together and trust each other
* We show that we value our differences and treat people fairly

**Generic Skills**

* **Communication skills:** Ability to motivate others through building effective relationships and gaining their full support for achieving outcomes.
* **Planning and Organising:** Ability to turn strategic ideas and objectives into practical, well organised plans.
* **Problem Solving and Decision Making :** Uses creative ability to find solutions and whilst considering policy and procedure is also confident in adopting (and justifying) novel or non standard approaches.
* **Strategic Thinking:** Evidence of thinking cross-functionally and cross-organisationally, beyond one’s own professional areas of specialism is important as is the ability to conceptualise new, collaborative ways of achieving shared goals.
* **Commercial Skills:** Excellent commercial skills to manage successful tender, evaluation and acquisition process. Highly developed communication and relationship management skills to identify and manage the relationships with external partners and stakeholders.
* **Analytical Skills:** Provides creative solutions to problems and whilst considering policy and procedure is also confident in adopting (and justifying) novel or non standard approaches.

**Technical requirements (Role Specific)**

Significant experience of managing Procurement and Contracts.

Qualified to Chartered Institute of Purchasing and Supply (MCIPS level) or equivalent relevant professional qualification in the construction environment and/or equivalent level of educational background or experience.

Thorough knowledge of City Council policies, procedures, standing orders, financial regulations UK Procurement Legislation in relation to the procurement function.