

<b>Post title</b>	<b>Category Delivery Lead</b>
<b>Division / Section</b>	<b>Commercial and Procurement Services</b>
<b>Department</b>	<b>Corporate Services</b>
<b>Responsible To</b>	<b>Senior Category Manager</b>
<b>Number of post holders</b>	<b>8</b>
<b>Acting up/ Secondment</b>	<b>No</b>

### **Purpose of Job**

The post will be responsible for the delivery of a portfolio of Commercial and Procurement projects. These may be cross-category, cross-Directorates and/or working with partner organisations and will relate to commercial excellence and procurement activities. The Category Delivery Leads will support the delivery team members to deliver high quality, compliant and timely projects that demonstrate value for money. They will also take responsibility for the delivery of complex and strategic projects.

### **MAJOR TASKS/JOB ACTIVITIES**

- Delivery of complex and strategic commercial/procurement projects
- Operational Management of delivery team members and associated projects.
- Align activities to the objectives of the Commercial Excellence programme
- Collate and present performance and progress updates for fortnightly pipeline review meetings for their projects and their operational portfolio
- Actively contribute to the development of category plans covering commodities within their area of responsibility and/or expertise
- Review and plan for expiring contracts and waivers on a monthly basis.
- Engagement with key stakeholders.
- Planning, prioritisation and project management
- Delivery of projects assigned to the postholder
- Strategic project engagement and management
- Contract handover process on completion of each procurement project, including identification of risk, issues and mitigation strategies, to ensure all savings and benefits are realised
- Implementation and application of new policies.
- Ensure sourcing & procurement projects comply with Contract Standing Orders, Procurement Handbook and Committee procedures and requirements.
- Leading on organisational change through the Procurement Reform

- Provide coaching and mentoring to the delivery team members and those involved in procurement activities
- Identify, initiate, develop and deliver procurement related savings proposal
- Continuous improvement and delivery of best value
- Maintain a detailed awareness of current and emerging procurement best practice
- To be aware of all new developments and initiatives concerning procurement, including new legislation and Government guidelines.
- Provision of expert advice on technical procurement issues
- Manage and support preparation of committee reports, reports for directors and waiver reports
- Provide support and guidance to stakeholders to select Key Performance Indicators (KPIs) for sourcing and procurement projects that are SMART
- Deputising for the Senior Category Manager
- Other appropriate duties and responsibilities associated with this role
- Overall accountability for the development of procurement plans, underpinned by data and analysis -, and associated project / benefits plans.
- Delivering a portfolio of procurement projects, in conjunction with other Category Delivery Leads, Senior Procurement Specialist, Procurement Specialists, Trainees and consultation with Service Areas, in excess of £600m per annum
- Delivery of complex and strategic projects, including any projects deemed a priority or as instructed by the Senior Category Manager
- Operational management of projects and staff within their responsibility comply with Contract Standing Orders and relevant legislation.
- Ensure contract handover process on completion of each procurement project undertaken, including identification of risks, issues, and mitigation strategies, to ensure all savings and benefits are realised.
- Working with the Senior Category Managers, to plan, manage and deliver projects, and to shape effective projects and plans, and approve such plans.
- Engage with 'Category Owners' from the service areas to deliver and/or oversee the complete end to end process of tender, from inception to delivery, and to devise, develop and implement commodity project strategies for procurement contracts/framework agreements. Strategies and approaches will take cognisance of all relevant policy and best practice drivers such as sustainability, social considerations, procurement systems, etc.
- Develop optimum project strategies for specific goods and services with contracts awarded on the basis of best value for money for the Council.
- Manage significant and complex sourcing and other projects (budget, timescales, risks, people, stakeholders and deliverables) and monitor the performance and projects: quality, cost, time and savings.
- Advise and guide project teams on complex technical and procurement issues
- Work with partner organisations to deliver collaborative projects.
- Promote good procurement practice with regard to sustainability, ethical purchasing standards and delivering community benefits.

## **Supervision and Management of People (Numbers and type of staff)**

The post will be responsible for the operational management of between 15 – 20 procurement professionals and trainees who are leading projects within their portfolios. These staff will be working on a diverse range of tasks.

The post will be expected to work under the general direction of the Senior Category Manager, but will necessarily have decision making freedom on a day to day basis for own project delivery. They will be required to develop and manage their own and those they have operational responsibility for work programmes, set their own targets, monitor performance and manage the conflicting priorities and deadlines that such a role entails.

The post will manage a number of multi-disciplinary teams working to deliver specific work/project(s) and should establish and communicate clear standards and expectations and must delegate effectively to make the best use of the skills and resources available.

The post will be responsible for the management and support/guidance to Senior Procurement Specialists and Procurement, Procurement Specialists, Trainee Procurement Specialists, Modern Apprentices on a range of complex procurement issues and training as directed by Senior Category Manager.

The post may be required to procure and manage external staff and consultant resources, particularly in relation to delivering the Procurement activity effectively.

The post will be expected to manage professional staff across a range of professions including procurement, legal and finance professionals in relation to project delivery.

## **Creativity and Innovation**

The post will be expected to lead on service innovation and problem solving in relation to wider divisional and corporate issues, delivering projects and operational management activities when required.

The post must be able to adapt quickly and flexibly to new demands and change, encouraging and harnessing and leading the development of ideas and innovation through team delivery.

The post will take a leading role in managing the delivery of complex projects or a range of less complicated projects/programmes, in line with the stipulated priority outcomes of the Council and the requirements of the project, ensuring project savings and outcomes are delivered on.

The post must demonstrate a creative and constructive approach to problem solving and develop a positive environment that encourages staff and reporting managers to continuously develop and improve services on an incremental as well as transformational basis. An ability to interpret a range of complex information and to home in on key issues, principles and inter-dependent factors is essential in order to ensure that decisions are properly informed by technical, political and presentational expertise. The post must demonstrate confidence in their own judgement whilst encouraging feedback and responding constructively to alternative ideas and proposals.

## **Contacts and Relationships**

The post may prepare submissions, gather information, provide advice and may contribute to discussions with national agencies such as the Scottish Executive, COSLA, SOLACE, other national bodies, Centres of Procurement Expertise and local authorities to research and evaluate issues of concern to the Council. They will require to work closely with Chief Officers, Elected Members, Senior Officers and collaborative procurement partner organisations to represent the Council and its partners interests.

They will provision cross-function support and guidance to the Project Boards on a range of procurement options and contractual arrangements including aggregating projects, term contracts, framework agreements, collaborative procurement opportunities and bespoke one-off contracts.

Work effectively with a range of customers within the Scottish public sector to deliver credible procurement strategies and contracts. In order to deliver credible, mutually beneficial procurement strategies for strategic, high value/risk contracts, effective engagement with customers is a key prerequisite. The post holder will therefore need to be able to be present complex business issues in a clear and concise method. Work with Scotland Excel and other partners to promote collaborative procurement.

## **Decisions (Discretion)**

The post will make decisions in relation to progressing the project(s)/programme(s) they are working on and in line with the stipulated outcomes

The post must possess an understanding of both the political and local government framework together with corporate objectives to ensure that decisions taken are consistent with the stipulated outcomes of the project.

## **Decisions (Consequences)**

The post will contribute to the development, agreement and implementation of strategic and policy options which will impact on the future development of Commercial and Procurement Services, and on the whole of the Council, stakeholders and partner organisations.

The post makes a range of decisions which will have an impact on the outcomes of the project, and the systems/organisational arrangements of Council.

The post will contribute to and provide advice, recommendations and proposals to Chief Officials, Elected Members and committees relating to procurement matters, procurement practice and provision for a range of major services across the Council and the City.

The post will comply with legislative and policy changes, and will review and implement any changes required during the course of the project.

## **Resources**

The post will be responsible for contributing to the generation of financial savings and efficiencies to the Council of over £10 million per annum.

The post will be responsible for supporting Chief Officials and senior managers to ensure that over £600 million of annual third party spend is procured in line with legislation and the Council's standing orders.

The post will have operational management of any resources required to ensure that a portfolio of procurement projects is completed on time and to the defined objectives. These resources will vary according to the project and activity.

The post will manage conflicting priorities and is responsible for delivery projects with limited resources to meet growing demand for professional procurement support across all Directorates.

## **Environment – Work Demands**

The post will be expected to operate with a degree of autonomy and is likely to be subject to competing and conflicting demands.

## **Environment – Physical**

Normal physical demands. The post is largely office based.

## **Environment – Working conditions**

Normal working conditions. The post is largely office based.

## **Environment – Work Context**

Normal working conditions. The post is largely office based.

## **Knowledge and Skills**

A degree or an equivalent professional qualification in procurement/business/management topic is essential, as is an appropriate postgraduate/professional qualification`. Significant commercial and procurement experience is also required for this post. Relevant experience and demonstrated competence in commercial or other relevant roles will also be taken into account where it is felt that they are equivalent to the qualification requirements.

There is an expectation that the post will have extensive practical procurement experience in the provision of project management and/or policy advice within the public sector, together with extensive procurement/commercial experience.

Experience in an environment where strategic change and continuous improvement has been demonstrated is essential in this post, as is familiarity with the principles of change management.

The post must be able to communicate and negotiate effectively at all levels both verbally and in writing and able to demonstrate an ability to analyse complex issues, assess their business impact and resolve these effectively.

The post must have a sound appreciation of the complexity and diversity of Council business, and experience of dealing with the range of professions and interests that are encompassed in a large authority, its partner organisations and the community at large.

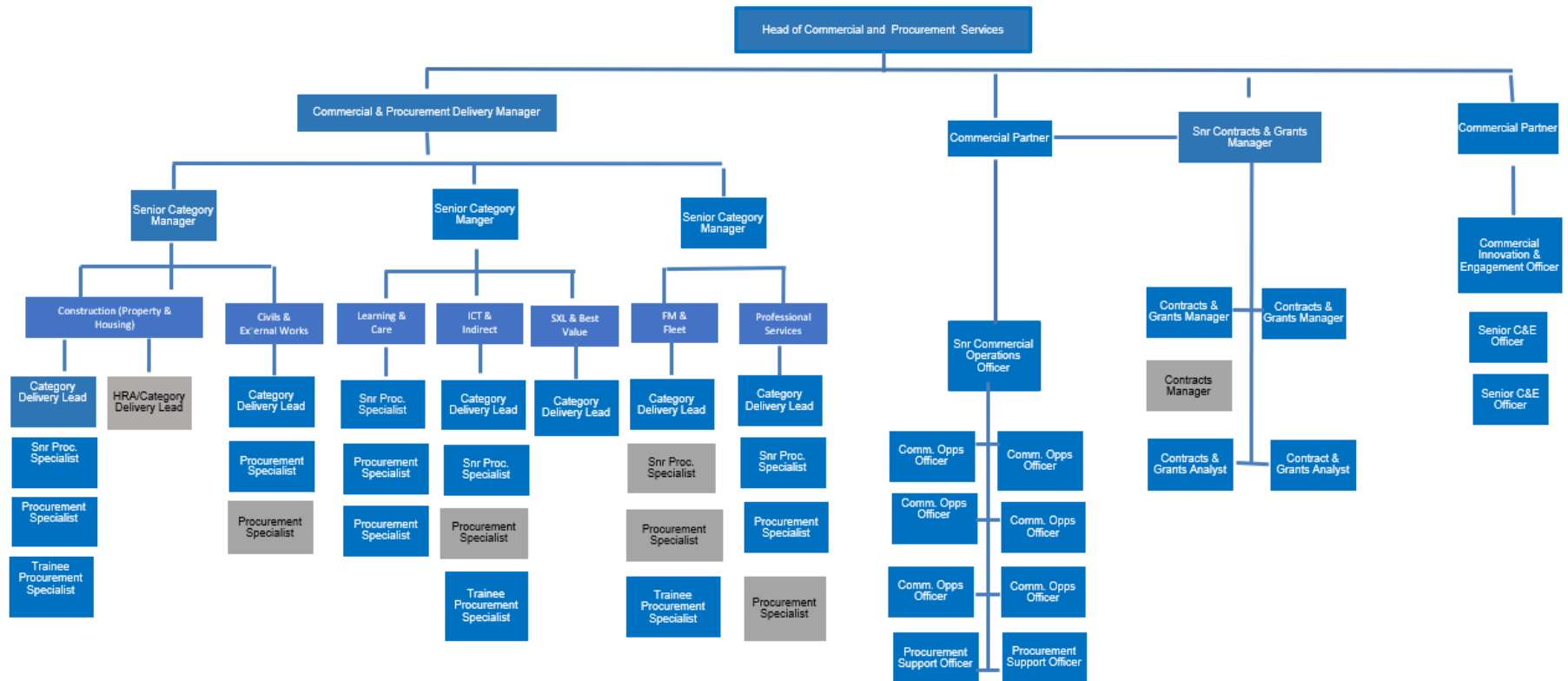
### **Health and Safety**

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required take care for their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and should comply with accident and near-miss reporting procedures.

If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.

### **Organisation Structure**

# Commercial & Procurement Services Team



**Key**  
 Post funded by alternative sources e.g. income, ring fenced services areas budgets

At: 20/06/2024