

Post title	Senior Procurement Specialist
Division / Section	Commercial and Procurement Services
Department	Corporate Services
Responsible To	Senior Category Manager
Number of post holders	5
Acting up/ Secondment	No

Purpose of Job

The post will have a deep category insight (markets/trends/needs) and/or extensive procurement delivery insight and experience and is responsible for the planning and delivery of sourcing / procurement projects assigned to them.

MAJOR TASKS/JOB ACTIVITIES

- Manage and lead end to end procurement projects, from inception to delivery
- Operational management of resources to ensure that assigned sourcing and procurement projects and other tasks are completed on time and to defined objectives
- Mentor and provide support to Procurement Specialists, Trainee Procurement Specialists and those involved in procurement activities
- Undertake Individual and strategic project planning, development, management, implementation and delivery of associated savings and benefits
- Identify, initiate, develop and deliver procurement related savings proposal
- Engage with Service Areas to ensure objectives of the strategic procurement strategy are implemented.
- Engage with suppliers and service areas to develop specifications and lead procurement approaches that secure best practice and optimise value for money.
- Manage significant and complex sourcing and other projects (budget, people, stakeholders and deliverables).
- Identify and manage risks and issues
- Ensure sourcing and procurement projects are delivered in the most commercially effective manner, based upon their deep and current market insight.

- Promote and ensure compliance with Contract Standing Orders and relevant legislation with service areas.
- Deliver good procurement practice with regard to processes, sustainability, ethical purchasing standards, equalities and delivering community benefits.
- Undertake 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.
- Undertake deep and insightful market research, data analysis (including spend data) and option appraisal to inform complex sourcing and procurement projects.
- Devise, develop and implement innovative commodity strategies and approaches for procurement contracts/framework agreements. Strategies and approaches will take cognisance of all relevant policy and best practice drivers such as sustainability, social considerations, financial systems and contract management etc.
- Develop optimum strategies for specific goods, works and services with contracts awarded on the basis of best economic value for money for the Council.
- Manage and support preparation of committee reports, reports to executive / service directors and waiver reports
- Provide support and guidance to stakeholders to select Key Performance Indicators (KPIs) for sourcing and procurement projects that are SMART (Specific, Measurable, Achievable, Relevant, and Time-Bound).
- Deputise for Category Delivery Lead as appropriate.
- Other appropriate duties associated with the role.

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

The postholder will have operational responsibility for managing Procurement Specialists, Procurement Specialist Trainees and apprentices as appropriate. Particular projects, working groups and other tasks are likely to require the post holder to take responsibility for staff from other Council areas and/or external agencies, and to chair and manage project teams.

The postholder should be visible, approachable and capable of building the trust necessary to secure the commitment of staff to change.

Along with team members, the postholder is responsible for building and maintaining an effective team environment, ensuring effective communications with all procurement staff, other sections and business areas both internally and externally.

Creativity and Innovation

The post must demonstrate a creative and constructive approach to problem solving, by leading on key strategic projects, and to find creative solutions. 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 has a wide range of contacts both internal and external relating to the effective management and organisation of the Procurement Function. These contacts will include Senior Managers and employees across all areas of the Council, other local authorities and government departments. The post will take a lead role in these relationships offering support and guidance to other team members. The postholder may also include liaising and communicating with Elected Members, suppliers and the public.

The post advises staff and managers on complex issues. He/she will deal with a range of complex and contentious matters requiring a consistently high degree of support, persuasion and advocacy. He/she consult with a range of managers to plan the development of services. He/she will develop key partnership relationships with other sections, departments and agencies to ensure effective strategic planning and customer orientation.

Work effectively with a range of customers within the Scottish public sector to deliver innovative 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

Decisions (Discretion)

The post will make strategic decisions in relation to progressing complex projects/areas of work they are allocated, and in line with governance and the stipulated outcomes.

The post will work autonomously using both influencing and persuasion skills during the course of their work. They will work with a minimal level of supervision.

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

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

Resources

The post will manage any resources required to ensure that the project/area of work is completed on time and to the defined objectives. These resources may include CPS staff, project teams comprising of varying degrees of influence throughout the Council, from Officer to Executive Director level, and external stakeholders.

These resources will be determined by the size of the project/area of work and will require the postholder to take responsibility for temporarily assigned staff plus the use of external service providers and stakeholders.

Environment – Work Demand

The post works in a varying environment often dealing with conflicting, political and other vested interests. This means that the post works with competing priorities and demands, often within tight deadlines, and often subject to revision, which must be dealt with effectively and diplomatically.

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

Environment – Physical

Normal physical demands. The post is hybrid based which includes office and home working.

Environment – Working conditions

Normal working conditions. The post is hybrid based which includes office and home working.

Environment – Work Context

Normal working conditions. The post is hybrid based which includes office and home working.

Knowledge and Skills

A degree or MCIPS professional qualification is essential. Extensive Procurement and Commercial experience and demonstrated competence may also be taken into account in lieu of these qualifications alongside CIPS Level 4 diploma and a willingness to continue with professional development.

The post must have the ability to work within a number of multi-disciplinary teams working to deliver specific projects. The post must also have extensive practical experience in the provision of policy advice (within the public sector.)

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.

He/she must have a sound appreciation of the complexity and diversity of Council business.

The ability to take sound and decisive judgements in a fast-moving and highly pressurised environment is therefore essential. The post works autonomously using both influencing and persuasion skills during the course of their work.

The post must possess a sound understanding of both the political and local government framework together with corporate objectives to ensure that decisions taken are consistent with the strategic vision.

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

(attach structure - specific to area of operation).