

Role Title	Procurement Delivery Manager
Job Family	Supply Chain
Pay Range / Scale	PO4
Purpose	
To project manage high value procurement projects and deliver value for money contracts which comply with UK Public Contracts Regulations which support Strategic Sourcing Strategies.	
<i>Generic Accountabilities</i>	<i>End Results/ Outcomes</i>
Provide specialist advice, guidance, support and challenge to internal /external stakeholders.	<p>Expert advice, information, support and challenge are provided on the full range of professional commissioning / commercial issues within the area of responsibility.</p> <p>Learning from complaints / issues is embedded within the organisation and other stakeholders as appropriate and required changes are actioned.</p> <p>Risk to the Council, stakeholders and customers is minimised.</p> <p>Procurement activities are legally compliant.</p>
Identify and interpret issues, trends and problems which may have a broad impact both within LBWF and for partner organisations.	<p>Solutions are evidence based and meet wider stakeholder requirements.</p> <p>Strategic decision making is supported.</p> <p>Documentation is produced, presented and distributed to required timescales and standards</p>
Lead on specific projects as required. / Project manage tactical spend subcategories	<p>Projects are delivered to agreed specification, timescales and budgets.</p> <p>Change initiatives are successfully integrated and implemented across all impacted service areas.</p> <p>Value for money is achieved.</p> <p>Ongoing savings secured.</p> <p>Off-contract spend minimised.</p>
Manage risk within area of responsibility. Ensure all stakeholders are aware of and comply with relevant regulations and procedures.	<p>Potential risk is identified and mitigation is planned.</p> <p>Risk registers are maintained.</p>

Prepare and present a full range of reports (both standard and non-standard) covering area of responsibility.	<p>Reports are prepared, distributed / presented to the appropriate committee/ to the required standards and timescales.</p> <p>Evidence based recommendations are made.</p>
Provide support for junior staff including the mentoring of support officers and supervision where appropriate.	<p>Improving skills and knowledgebase of colleagues</p> <p>Ensuring continued professional service for customers</p>
Ensure the necessary standards relating to safeguarding best practices/protocols are effectively communicated, monitored and maintained.	Safeguarding standards are monitored and maintained in compliance with Council policy.
Act in accordance with all policies and procedures which apply to the job and understand the reasons for this.	All policies and procedures are complied with.
<i>Job Specific Accountabilities</i>	<i>End Results/ Outcomes</i>
To lead on the development of procurement and commissioning arrangements for services working through all stages of options appraisal, analysing market intelligence, supplier engagement and tendering.	<p>Processes and specifications comply with all operational, procedural, financial and statutory requirements.</p> <p>Contractual terms are clearly specified.</p> <p>Commissioning requirements / organisational preferences are incorporated.</p> <p>Commercial and value for money outcomes are achieved.</p> <p>Identifies opportunities for cashable and non-cashable efficiency savings.</p>
Contribute to the design/delivery of services which meet the desired outcomes of the Council and its residents	<p>Efficient and effective services with demonstrable outcomes.</p> <p>Value for money contracts achieved.</p> <p>Customers are satisfied with services.</p>
Undertake all activities associated with the management of the Council's electronic contracts register.	<p>Register is regularly maintained.</p> <p>Information is up to date.</p> <p>Through regular gap analysis opportunities identified to improve the Council's procurement of goods, works and services.</p>

<p>Liaise with delivery partners / providers / suppliers to commission / co-ordinate /evaluate appropriate service delivery /capacity within area of responsibility.</p>	<p>Appropriate levels of service / goods are delivered on time, to budget and standards agreed.</p>
<p>Negotiate contractual / framework agreements and support their implementation as required.</p>	<p>Desired negotiation outcomes are achieved.</p> <p>Relationships are maintained / strengthened.</p> <p>Contract changes with suppliers are agreed based on negotiation plans with the Category Manager.</p> <p>Value for money is achieved.</p>
<p>Lead internal stakeholder groups for specific contracts,</p>	<p>Stakeholder needs are met.</p> <p>Resolve contractual issues</p> <p>Support end users as appropriate.</p> <p>Promote the use of electronic tendering and purchasing systems.</p> <p>Train staff on procurement issues.</p>
<p>Support effective commissioning within area of responsibility.</p>	<p>Support for the commissioning process is provided as required.</p>
<p>Monitor and report on performance/ service standards as required. Analyse information and identify issues for action / further review.</p>	<p>Supplier / delivery partner performance is monitored to ensure specified outcomes are met.</p> <p>Appropriate action is taken to address any issues or escalate as necessary.</p> <p>Quality, performance and / or other management information is provided accurately to the required timescales.</p>
<p>To develop sourcing strategies for tactical spend areas e.g. office supplies</p>	<p>Contracts deliver year-on-year savings and efficiencies.</p> <p>Value for money achieved.</p> <p>Meets Council objectives (Provides reliable front line services/ Provides a safe and clean environment / Protects the most vulnerable in the community/ Regenerates the borough).</p> <p>Delivery reflects customer, partner and stakeholder views and good practice within organisational constraints.</p> <p>Professional and legal compliance is assured.</p>
<p>To work collaboratively with other authorities on joint procurement initiatives</p>	<p>Active participation in joint procurements to ensure that Council objectives and priorities are delivered through collaboration.</p> <p>Economies of scale through greater spending power.</p>

Nature of Contacts

Provide support and guidance to internal customers up to senior manager level, providers, suppliers and other stakeholders.

Liaise, communicate and build relationships with customers / providers / stakeholders to offer advice and deal with queries or complaints. May involve dealing with challenging behaviour.

Procedural Context

Reports to: Category Manager

This role supports category managers by delivering value for money contracts identified in strategic sourcing strategies and managing resultant contracts. This is a key role in helping LBWF achieve its priority of Making Every Penny Count and, as contracts underpin all services provided by the Council, helping to deliver the other priorities, namely; Delivering reliable front line services , Providing a safe and clean environment, Protecting the most vulnerable in our community and Regenerating our borough.

To lead the effective co-ordination of procurement activities across the Council necessary to deliver specific contracts.

Whilst the role directly contributes to sourcing strategies developed with Category Managers the individual will be expected to think creatively, and use initiative to produce solutions, whilst remaining compliant with the legal framework.

In fulfilling this role the post-holder will be working as part of the shared procurement function and will be required to work flexibly for the London Boroughs of Enfield and Waltham Forest (and other partners as necessary).

To deputise for the Category Manager as required at appropriate meetings. Ensure continuity of service when category managers unavailable.

Key Facts and Figures

The combined spend of Redbridge and Waltham Forest is approximately £550m on third party goods, services and works. Procurement is therefore a key enabler to driving out savings and this role Assist others to understand changes and developments in specialist area.

May include financial reconciliation and processing of transactions.

Resourcing

Budget Responsibilities: Nil

Supervisory Responsibilities: Nil direct although may be required to manage a virtual team when managing procurements. Also a requirement to supervise/mentor colleagues at PO3/4 level

Competency Level: Principal Officer/Manager

Knowledge, Skills and Experience

- Practical experience of letting a wide range of contracts delivering savings
- Practical experience of working with the UK Public Contracts Regulations
- Experience of the entire contract cycle from developing options through to tendering, awarding and managing the contracts
- Experience of working with and leading a cross functional team;

- Practical experience of managing supplier relationships and negotiating contract changes;
- The ability to flexibly manage a number of tenders at one time;
- Good communication and influencing skills;
- Good level of numeracy & I.T. skills i.e., proficiency in using Microsoft packages and the Internet.
- Understanding of the contribution that procurement can make to the economy, the environment and the equality agenda;
- Experience of working with e-procurement and e-tendering systems
- Strong customer service skills

Indicative Qualifications

Minimum Level 4 CIPS, working towards full CIPS membership (level 6)

The above profile is intended to describe the general nature and level of work performed by employees in this role. It is not intended to be a detailed list of all duties and responsibilities which may be required. This role profile will be supplemented and further defined by annual objectives, which will be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the accountabilities listed.