



ADUR & WORTHING
COUNCILS

Job Description & Person Specification

Authority	ADC / WBC
Directorate	Sustainability and Resources
Post Title	Strategic Procurement Manager
Post Number	42957
Accountable to	Assistant Director and Monitoring Officer, Legal & Democratic Services
Key leadership relationships	Internal: Members of the Council, Chief Officers and all other appropriate Council officers and managers External: Members and Officers of other bodies, specialist agencies, media, contractors and consultants, partner agencies across the public, private and voluntary sectors.
Work style	This role falls within the Blended Working Policy
Last updated	30/04/2024

Job Description - Principal purpose of job (role summary)

As the Strategic Procurement Manager you will support the Assistant Director and Monitoring Officer for Legal & Democratic Services to deliver transformational change in procurement across Adur & Worthing Councils. You will be responsible for transforming all aspects of our procurement process, from strategy to sourcing suppliers, negotiating contracts and managing supplier relationships.

The Strategic Procurement Manager will play a key role in ensuring that our procurement activities are conducted efficiently, cost-effectively and enable the Councils to meet necessary savings targets whilst complying with Council policies and regulations.

Redesigning how we procure in all areas to include major project and regeneration work, utility contracts and the provision of emergency and temporary accommodation, whilst ensuring the efficient and effective provision of works, services and goods for the Councils delivering value for money, relationship and performance management of suppliers, and offering advice on all areas of the Councils' purchasing and contract activity.

The post holder will lead on strategic procurement redesign work for the Councils, line manage, advise, coach and support Council Officers to develop procurement strategy.

Working in liaison with Officers throughout the Councils, the Strategic Procurement Officer will:-

Transform procurement and support corporate-wide redesign to deliver essential spend savings:

- Consider category spend analysis and the creation of a work programme to target savings, focusing on high spend areas
- Develop and implement an updated procurement strategy to meet the Councils' financial and corporate objectives
- Deliver high quality professional procurement and contracting advice to all departments on processes and best practice
- Manage tender process in accordance with current and new legislation
- Support and encourage the Procurement Assistants to learn and develop

To provide high quality professional procurement and contracting advice to all departments and to seek efficiency gains through effective procurement. To assist customers in the preparation of contract specifications and the letting of contracts in accordance with the Councils' Financial Regulations and Contract Procedure Rules

Your manager will empower you to apply our principles - resilience, adaptability and participation - to your working practices.

Expectations of post holder

Willingness to embrace change and ability to adapt to new ways of working

Enthusiasm for working across teams in collaboration and partnership in order to help deliver Our Plan

Act with honesty and openness, and be brave enough to contribute your ideas and get involved
Bring your passion for delivering a high quality service for our residents to your role
Engage proactively in your performance and development conversations, and embrace opportunities to learn and grow
How we work with each other and our customers: <ul style="list-style-type: none"> ● We listen ● We say what we think & do what we say ● We are inclusive & kind ● We are ambitious ● We think & act beyond ourselves and our service ● We are a team
Promote the service and Councils positively at all times

Role specific Duties and Responsibilities
To ensure delivery of the Job Description objectives and be responsible for the development, implementation and delivery of the Councils' Corporate Procurement Strategy.
To advise, consult and develop opportunities for collaborative and/or joint working with other local authorities and organisations where the potential for financial savings or efficiencies exist.
To develop and apply effective procurement, project management, risk management and contract management techniques and methodologies in order to secure value for money.
To develop and maintain all necessary policies, systems and procedures to support the Councils' Corporate Procurement Strategy.
To be aware of and provide advice and assistance to Officers on procurement in respect of the requirements of the Councils' own Financial Regulations and Contract Procedure Rules and all other legislative requirements including EU Public Procurement.
Provide professional advice and support to Officers on procurement processes and the procurement policy of the Councils.
Assist Officers where required with tendering and contract management including the drafting of specifications, tender documentation, tender and contract award.
To assist in maintaining a corporate contracts register and establish a system for the collection and analysis of data/spend on corporate contracts.
To develop and maintain a procurement guide/handbook/toolkit providing procurement advice to all Council Members.
To develop and support the implementation of a corporate e-procurement solution to include purchasing cards, e-auctions and e-trading.
To maintain a record of savings achieved through more effective procurement.
Assist in overseeing the use of Multi-Functional Devices (MFDs) within the Councils in accordance with locally agreed policies and procedures and to provide regular management reporting on print volumes/expenditure.

To assist in developing and implementing any relevant procurement software solutions for use across the Councils for advertising our contracts and promoting tendering opportunities to local businesses.
To work collaboratively with other local authorities and public bodies.
To monitor compliance with the Councils' Procurement Strategy.
Represent the Councils at purchasing and project meetings as appropriate.
To take primary responsibility for leading on procurements over £100,000 undertaking in a timely and appropriate manner, giving guidance in keeping with all legislative and governance matters and ensuring risk is commercially mitigated. To undertake similar activities on other categories of expenditure as required.
To provide strategic guidance and advice to senior management on procurement matters.
Participate in the development of strategic sourcing and commissioning strategies through effective market and stakeholder engagement and in accordance with the Councils' Procurement Strategy.
To work with the Procurement team, Directors, Heads of Service and key stakeholders to create procurement plans. To proactively engage with services to forecast plans and support procurement activity and management.
To support Officers to deliver effective contract and supplier relationship management, reducing cost of ownership, ensuring contract performance is maintained and opportunities for continuous improvement and innovation are taken.
To manage the Procurement team, ensuring the team adheres to the Councils' policies and works in line with the Councils' values.
To coach and develop the Procurement team to support delivery of the Councils' Procurement Strategy.
Undertake all duties in accordance with Council policies, the Code of Conduct for Officers and, in particular, policies relating to Customer Care and Equal Opportunities.
Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the postholder as a result of legislation, codes of practice or Council policies.

As the post holder, you will be required to undertake such other duties as may be required within your grade and competence, and therefore the list of duties in this job description should not be regarded as exclusive or exhaustive.

Duties will be set out in this job description but please note that the Council reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.

Adur & Worthing Councils recognise the need to ensure the welfare of children and vulnerable adults when they come into contact with services provided by the Councils. Employees, volunteers and Elected Members have regular contact with the general public during the course of their work and are in a position to observe signs which might indicate that a person is at risk of harm and abuse. If signs, which cause concern, are observed, all employees (temporary and permanent), volunteers and Elected Members have a duty to report allegations, disclosures and suspicions of

abuse or neglect in line with the Councils' [Safeguarding Policy](#) .

Person Specification:

Participative	<p>Make sure that you embrace all opportunities to have your say and recognise the importance of your colleagues taking the opportunity to be heard too.</p> <p>Ability to share knowledge and learn from others.</p>
Adaptive	<p>Ability to thrive in an adaptive environment on a continuous improvement journey of change.</p>
Resilient	<p>Understand the part you play in your team and the organisation as a whole, recognising your importance to our success.</p> <p>Ability to bring passion to your work.</p> <p>Ability to recognise and support your own wellbeing needs and ask for help when you need it.</p>

	Essential	Desirable
Qualifications	<p>GCSE's or equivalent in English and Mathematics</p> <p>CIPS qualified or equivalent local authority experience</p>	<p>MCIPS</p> <p>Degree or equivalent</p> <p>Management qualification</p> <p>Working towards level 6 CIPS</p>
Knowledge	<p>A clear understanding of contractual principles, contract law, public procurement law and the Procurement Act 2023</p>	<p>Demonstrable experience in managing and maintaining the procurement strategy and updating contract procedure rules</p>
Experience	<p>At least 3 years of practical experience in the procurement environment</p> <p>Proven track record of delivering savings through procurement</p> <p>Evidence of ability to transform and re-design</p> <p>Experienced gathering and reporting and production of spreadsheets</p>	<p>Experience of managing and developing procurement portals and procurement systems</p> <p>Experience in Google Workspace</p> <p>Good negotiation skills</p> <p>Documents/Contract drafting skills</p>
Communication	<p>Able to demonstrate excellent communication and people management skills with a strong commitment to customer service</p>	

	<p>Able to relate to Elected Members, the local community and outside organisations.</p> <p>Ability to comply with the publication of all documents as required under current legislation and the Procurement Act 2023</p>	
Relationship Building	<p>Able to develop and maintain good working relationships throughout the Council and its partners</p> <p>Good listening skills, ability to empathise with needs and concerns of service managers and service users whilst maintaining focus on corporate goals</p>	
Analytical	<p>Ability to negotiate effectively within a variety of contractual frameworks</p> <p>Ability to understand and interpret government and EU legislation as it pertains to procurement</p> <p>Ability to analyse and interpret financial information and other data sets</p> <p>Ability to apply knowledge of contractual law and procurement procedure to produce practical and innovative solutions to meet service demands</p>	
Planning/ Organising	<p>Record of handling complex projects</p> <p>Demonstrate ability to plan and prioritise own work</p> <p>Proven record of effective procurement project management in a local authority or comparable public sector organisation</p>	<p>Recent experience of successfully leading a complex project</p>
Other requirements	<p>Able to attend meetings around the Borough and District or beyond if required. Able to attend evening meetings at both Adur and Worthing</p> <p>Numerate, able to use spreadsheets</p> <p>Able to work effectively and make decisions in a busy and pressurised environment</p> <p>Committed to own continuing personal development</p>	<p>Driving Licence</p> <p>Experience with google workspace</p>

	Valuing kindness and compassion in the workplace Acceptance of political restriction	
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Job description & Person Specification agreed by:

Post holder (Print name):	
Signature:	
Date:	