



Cumberland Council

Post Specification

Date	July 2023
Post Group Number	7615
Post Title	Procurement Lead (Place, People or Enabling Services)
Job Family	Organisational Support
Job Family Role Profile	OS14
Final Grade	14

To be read in conjunction with the job family role profile

Service Area description	
Commissioning and Procurement	
Purpose of this post	
<ul style="list-style-type: none">• Procurement Category lead for the effective delivery of goods, works or services for the Council in one of the categories of either Place, People or Enabling Services, including meeting any statutory responsibilities and ensuring achievable outcomes are realised.• Advising and supporting the directorates/teams with their procurement and contract management requirements.• Actively challenge commissioning, procurement and contract management activities across directorates to identify opportunities for sustained value and quality improvements.	
Key job specific accountabilities	
<ul style="list-style-type: none">• Day to day management of a team responsible for facilitating procurement in one of the categories of Place, People or Enabling Services• Proactively review the procurement pipeline, contract provision, performance, quality, social value in order to deliver vfm for the Council and contribute towards a medium/long-term plan (Including contract monitoring and generating feedback to ensure development/improvement).• Lead discussions with a range of stakeholders, advising, influencing and supporting them achieve beneficial outcomes in relation to their procurement of goods, works or services.• Ensure specifications accurate and contracts are tendered in compliance with the latest Public Procurement Regulations, and internal policies, to ensure they are both legal and complaint.• First level of escalation in relation to complaint handling or dispute resolution• Contribute to the wider team's performance targets and business plan objectives	
Please note annual targets will be discussed during the appraisal process	
Key facts and figures of the post	
Budget Responsibilities	<ul style="list-style-type: none">• Staffing budget
Staff Management Responsibilities	<ul style="list-style-type: none">• Responsible for the team within their procurement category

Other		•
Essential Criteria - Qualifications, knowledge, experience and expertise		
<ul style="list-style-type: none"> • Degree/relevant professional qualification (CIPS level 4 or above), and/or relevant experience in this field • Sound working knowledge of public procurement regulations • Experience in stakeholder/customer engagement • Understanding and experience in applying risk management principles • Good communication and presentation skills • ICT competent 		
Disclosure and Barring Service – DBS Checks		
<ul style="list-style-type: none"> • This post does not require a DBS check. 		
Job working circumstances		
Emotional Demands	Minimal	
Physical Demands	Normal	
Working Conditions	Office environment Occasional travel for meetings	
Other Factors		
<ul style="list-style-type: none"> • Possible travel around Cumbria, agile working applies 		