

## Post Specification

<b>Date</b>	<b>April 2023</b>
<b>Post Group Number</b>	<b>7615</b>
<b>Post Title</b>	<b>Procurement Lead</b>
<b>Job Family</b>	<b>Organisation Support</b>
<b>Job Family Role Profile</b>	<b>OS14</b>
<b>Final Grade</b>	<b>14</b>

To be read in conjunction with the job family role profile

### Service Area description

#### Commissioning and Procurement

Posts will work in at least one of the following areas:

- People: Adults (Mental health, specialised services, learning disability, physical disability, equipment services, carers, homecare, residential care, extra care, supported living, ISF & DP's, day services, night services), Children and Young People (Learning disability, physical disability, education, mental health, transitions, services for LAC, young carers, SEND) and Public Health (Sexual health, substance misuse and NHS health check services).
- Corporate: ICT, Legal, Finance, Utilities, Furniture, Travel & Accommodation, PPE, Food, Car Hire, Stationery and Cleaning products.
- Place: Capital Programmes and Property, Highways, Fleet, Economy, Environment and Transport.

### Purpose of this post

- 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 Corporate Services, including meeting any statutory responsibilities and ensuring achievable outcomes are realised.
- Work as a business partner to advise and support 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

- Day to day management of a team responsible for facilitating procurement in one of the categories of Place, People or Corporate Services.
- Proactively review the procurement pipeline, contract provision, performance, quality and 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, as part of the business partner model.
- Ensure specifications are accurate and contracts are tendered in compliance with the latest Public Procurement Regulations, and internal policies, to ensure they are both legal and compliant.
- First level of escalation in relation to complaint handling or dispute resolution.
- Contribute to the wider team's performance targets and business plan objectives.

<b>Please note annual targets will be discussed during the appraisal process</b>	
<b>Key facts and figures of the post</b>	
<b>Budget Responsibilities</b>	<ul style="list-style-type: none"> <li>• Staffing budget</li> </ul>
<b>Staff Management Responsibilities</b>	<ul style="list-style-type: none"> <li>• Responsible for the team within their procurement category</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Essential Criteria - Qualifications, knowledge, experience and expertise</b>	
<ul style="list-style-type: none"> <li>• Degree/relevant professional qualification (CIPS level 4 or above), and/or relevant experience in this field</li> <li>• Sound working knowledge of public procurement regulations</li> <li>• Experience in stakeholder/customer engagement</li> <li>• Understanding and experience in applying risk management principles</li> <li>• Good communication and presentation skills</li> <li>• ICT competent</li> </ul>	
<b>Disclosure and Barring Service – DBS Checks</b>	
<ul style="list-style-type: none"> <li>• This post does not require a DBS check.</li> </ul>	
<b>Job working circumstances</b>	
<b>Emotional Demands</b>	<ul style="list-style-type: none"> <li>• Minimal</li> </ul>
<b>Physical Demands</b>	<ul style="list-style-type: none"> <li>• Normal</li> </ul>
<b>Working Conditions</b>	<ul style="list-style-type: none"> <li>• Office environment, occasional travel for meetings</li> </ul>
<b>Other Factors</b>	
<ul style="list-style-type: none"> <li>• Possible travel around Cumbria, hybrid working applies</li> </ul>	