Portsmouth
CITY COUNCIL

Senior Procurement and Contract Management Business Partner

Salary: Band 12, £52,412 - £56,759 per annum

37 hours per week:

Office attendance is required minimum 2-days a week for full time staff, this remains flexible, subject to business needs.

The Service

As a service we take pride in our work by valuing others, focusing on what's important so that we make a real and positive difference.

What is the role?

These are exciting times for public services, infrastructure and regeneration in Portsmouth. Major investment is delivering a wealth of improvements to the city that will help facilitate greater economic prosperity for its residents. In addition, against a wider agenda of reducing budgets there is a clear focus on spending less and getting more value for public money.

Within this role, there will be plenty of opportunities for you to demonstrate and develop your procurement expertise in the central procurement department. We advises across all areas of the organisation from social care, building, and transport to IT, making this a great opportunity for you to develop and widen your market experience.

Reporting to the procurement manager you will form part of the Senior Management Team with line management responsibilities. You will provide specialist procurement and contract management advice and guidance to internal departments to ensure that value for money is achieved and legal regulations are adhered to on all expenditure.

The main purpose of the job is to:

Procurement - People Category

Provide specialist procurement guidance and support to internal departments in the 'people' category, which encompasses procurement to help or support the public, including Adults & Children's services, Public Health and Education. The role will ensure value for money is achieved and that compliance with regulations are adhered to on all expenditure. This expenditure is often external but may on occasion be internal in the case of make or buy insource or outsource decisions. The role provides guidance on the full contract lifecycle from initial specification development and market testing through to competitive bidding, evaluation, contract management and eventual re-commissioning. You will be advising on the relevant regulations including Provider Section Regime and the Procurement Act 2023, with particular guidance on the Light Touch provisions contained within the Act.

You will take the lead on procurements and income generating opportunities with a lifetime contract value in excess of £150,000 within the assigned category area to ensure that strategic as well as operational objectives are being addressed. Working early with services to minimise waste through adopting a quality assurance process to

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identify and realise improvement areas and manage risks. You will provide dedicated expert procurement support to cross-category strategic projects and lead on the implementation and ongoing management of strategic spend in the people category. You will support cross-functional teams to develop and implement strategies for the category and associated initiatives. You will proceed with the ongoing implementation of procurement best practice in order to exploit commercial opportunities and/or operational delivery improvements to the benefit of the Council.

In addition, you will develop the commercial expertise of the Council in letting, managing and renegotiating high value strategic contracts, adopting a range of innovative approaches from across the public and private sector. You will be developing procurement policies, training, as well as drafting best practice documentation, processes and templates. You will line-manage procurement staff and support colleagues through mentoring and training across the People category.

Contract Management

Provide expert contract management advice and guidance to council departments (and where appropriate external organisations) to ensure value for money, quality, and contractual compliance. You will support effective governance at corporate and service level, commissioning reports on strategic contracts for directors and corporate governance boards (corporate projects board, corporate governance group) within defined guidelines or on instruction of the board. You will also be required to support them with any contract reviews they instruct, including arranging and participating in negotiation meetings with strategic suppliers.

You will prepare performance and compliance reports, ensuring advice given aligns with the council's Contract Procedure Rules and the Procurement Act 2023. You will lead on the implementation and management of the contract management processes through the Contract Procedure Rules and other procurement tools (including the e-procurement system and contract operations manual). You will oversee corporate KPI (key performance indicator) procedures to ensure accurate performance measurements are reported to directors and members. You will work with legal services to ensure the council is protected by the most appropriate contract terms. In addition, you will undertake credit checks on the council's supplier base and provide advice to council departments based on company business intelligence. You will assist service areas with developing key competencies including supplier relationship management, risk management and compliance, partnering approaches, open book working, strategic pricing strategies and exit and transition planning.

Who is the person?

You need to:

1. Be a member of the Chartered Institute of Procurement and Supply (MCIPS) or have significant equivalent experience.
2. A diploma or equivalent in Contract Management is desirable.
3. Have extensive procurement/contract management experience at senior professional level including experience in local government, in the People category.
4. Have an understanding of procurement legislation and procedures.
5. Have experience in contract management.

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6. Have line management experience.
7. Have an understanding of category and project management principles.
8. Have experience of undertaking market research, benchmarking, supplier engagement.
9. Have experience of stakeholder management.
10. Have a professional approach to customer service.
11. Have experience in formulating market / project / contract specific sourcing strategies, encompassing specification design, commercial strategy, contract terms, procurement administration, supplier vetting, bid evaluation.
12. Have experience of negotiation.
13. Have the ability to display influencing skills and professional advice to technical colleagues.
14. Be a good communicator with strong interpersonal skills.
15. Have good IT skills as you will be using the Microsoft Office suite, Oracle and the In-tend e-sourcing system.
16. Be a proactive, enthusiastic, self-motivated team player with the ability to be flexible and adaptable to provide effective support to the team.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.

General Data Protection Regulation (GDPR)

Portsmouth City Council is the Data Controller of any personal information you provide when applying for a job. It will only be used in connection with the recruitment process and will not be kept for longer than necessary. For more detailed information you can access the Data Protection Privacy Notice on our careers portal.