Senior Procurement and Contract management business partner

Ref no:

Salary: Band 12

37 Hours per week

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. Our values are outlined in our Ways of Working and our Guiding Principles and if they reflect how you are and how you work then this could be the role that meets your expectations.

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.

At Portsmouth City Council there will be plenty of opportunities for you to demonstrate and develop your procurement expertise in the central procurement department. The central procurement department advises across all areas of the organisation from social care, building, and transport to IT. As such this is 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 endure that value for money is achieved and legal regulations are adhered to on all expenditure.

The main purpose of the job is to:

Procurement

1. Provide specialist procurement guidance and support to internal departments to ensure that value for money is achieved and legal 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 making best use of expenditure throughout the lifecycle of a contract from initial specification development and market testing through to competitive bidding, evaluation, contract management and eventual re-commissioning.
2. Advise on relevant regulations including Procurement Act 2023.
3. Taking a hands-on operational role in respect of all procurements and income generating opportunities with a lifetime contract value in excess of £150,000 to ensure that strategic as well as operational objectives are addressed. Early involvement with services to minimise waste through adopting a quality assurance process to identify and realise improvement areas and manage risks proportionally.
4. Providing dedicated expert procurement support to cross-category strategic projects.
5. Lead on the implementation and ongoing management of strategic spend. Supporting cross-functional teams to develop and implement strategies for the category and associated initiatives.

6. Ongoing implementation of procurement best practice in order to exploit commercial opportunities and / or operational delivery improvements to the benefit of the Council.
7. 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.
8. Development of policy and provision of procurement training to the Council.
9. Line managing a team of Procurement Professionals, Trainee Procurement Professionals and Apprentices.
10. Mentoring, training and supporting internal procurement/commissioning colleagues
11. Drafting best practice documentation, processes and templates.

Contract Management

1. Provide expert contract management advice and guidance to council departments (and where appropriate other external organisations) to ensure best value for money, quality, and contractual compliance.
2. Support effective governance at corporate and service level by commissioning reports on strategic contracts to be brought to directors and corporate governance boards (corporate projects board, corporate governance group) within defined guidelines or on instruction of the board.
3. Support directors and corporate boards with any contract reviews they instruct, including arranging and participating in negotiation meetings with strategic suppliers.
4. Prepare contract performance and compliance reports.
5. Ensure that advice given reflects accurately the council's Contract Procedure Rules and the Procurement Act 2023.
6. 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).
7. Manage the corporate KPI (key performance indicator) procedures to ensure accurate performance measurements are reported to directors and members.
8. Work with legal services to ensure the council is protected by the most appropriate contract terms
9. Undertake credit checks on the council's supplier base and provide advice to council departments based on company business intelligence.

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 at least 3 years procurement/contract management experience at senior professional level including 2 years in local government
4. Have an understanding of procurement legislation and procedures.
5. Have experience in contract management.
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.

Additional information:

If you have any questions, or would like an informal discussion about the role, please call Richard Lock on 023 9284 1262.

Closing time/date, 17:00, on the xxxxxxx
Applications received after this may not be considered.

How to apply:

Please see attached documents at the bottom of the job page and ensure you fully read and follow the guidance so you fully demonstrate how you meet the points on the job profile. **PLEASE DO NOT JUST SUBMIT A CV.**

General Data Protection Regulation (GDPR)

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our job board.

If you have any queries, contact us on 023 9284 1191 (8:30am to 5:00pm Monday to Thursday, 8:30am to 4:00pm Friday).

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

Portsmouth CITY COUNCIL

disability confident EMPLOYER

EMPLOYER RECOGNITION SCHEME
GOLD AWARD WINNER 2018
Proudly supporting those who serve.
Record number of winners.