

London Borough of Lambeth

JOB DESCRIPTION

Job Title: Assistant Director – Procurement and Contract Management
Department: Finance and Investment
Division: Finance and Property
Business Unit: Procurement and Contract Management
Grade: Indicative SMG 2 (Pending evaluation)
Responsible to: Director of Finance and Property
Responsible for: up to 5 direct reports

Main purpose of post

- Head of profession and technical specialist for all procurement and contract management activities across the Council
- Shape and own the strategic procurement programme plan for the council, responsible and accountable for the delivery of robust procurement activity that maximise opportunities presented by the market.
- Provide strategic leadership and advice and support along with the Section 151 and Monitoring Officers to deliver sound governance and assurance across all procurement and contract management activities.
- Lead a professional procurement and contract management service that works collaboratively and proactively with directorates to champion a best practice commercial approach to external spend in order to deliver value for money outcomes and transform the ways services are delivered
- Responsible for the development of proportionate and effective procurement and contract management frameworks that provide risk-based challenge and input to directorates and supports increased accountability for third-party spend
- Professional leadership of the Council's £600m+ spend with third party suppliers.

Key Accountabilities

1. As Head of Profession, to provide professional leadership to the Council's wider procurement and contract management community, ensure and promote the professional competence of staff involved in procurement, commercial and contract management and partnering by ensuring an enabling, outcomes focussed approach.
2. To lead regular review and revision of the council's long-term procurement strategies, taking account of complex factors and relationships including, but not limited to, financial constraints, new legislation and government policy, the Borough plan and council priorities, social value, partnership opportunities and other strategic considerations.

3. You will be expected to build credibility by demonstrating your ability to match a high level of technical expertise with management of resources, matching customer needs and expectations with the skilled resources available to you.
4. Maximise efficiency and effectiveness through the use of excellent commercial skills including contract negotiations, cost and service management, contracting and relationship management to improve the delivery of borough outcomes.
5. Develop and deliver a rolling three-year programme for procurement that meets organisational outcomes and timescales, facilitates the delivery of improved services, achieves value for money, identify and capture savings, and is in keeping with the Council's priorities.
6. Play a lead role in identifying and driving the delivery of productivity and efficiency improvement and cost reduction initiatives through better procurement, contract and supplier management.
7. To ensure that Members are regularly briefed and provided with the necessary advice and support to enable them to fulfil their roles effectively in policy making, decision making and scrutiny of contracts and performance.
8. To lead and influence others' thinking and negotiate to achieve optimal procurement outcomes for the council, working extensively with senior management, external partners, regulators and members, and have significant influence on the authority's procurement and contracting approach.
9. Develop, capture and share specialist knowledge or expertise, such as different evaluation methodologies, analytical techniques, policy developments, legislative changes, market knowledge, incentivisation techniques or outcome-based payment mechanisms.
10. Ensure the development of procurement strategies that meet the expected quality and standards thresholds critical decision gates. Develop procurement strategies that simplify how business is done and maximises efficiencies across common goods and services.
11. Make full and effective use of IT infrastructure to improve service outcomes. Use and contribute to the development of the Council's e-procurement system, including e-auctions and other functionality where relevant.
12. You will use your influence and leadership skills to support the delivery of procurement projects whilst maintaining the highest professional standards and outputs.
13. Responsible for setting the annual work programme for the service, including setting high performance standards combined with performance indicators for the team and individuals.

14. Ensure that the team allocates resources appropriately and has the right skills and capacity to provide a high-quality service to its customers. Mentor and develop the skill and capability of all team members.
15. Create a culture of ambition and entrepreneurship among the council's commissioning, procurement and contract professionals – innovating and thinking creatively to find the 'path of least resistance'. Build the capability of colleagues across the council, helping them to develop greater commercial and market understanding.
16. You will also challenge existing practice and create a mandate to implement initiatives that will improve outcomes for the customer, the productivity of your team or the commercial performance of the Council more widely.

Organisational Expectations

All Council managers are expected to work in a way which meets the Council's Core Values and Behaviours and supports the achievements of the community outcomes.

Assistant Director and Head of Service should:

- Take a proactive approach to the deployment and use of resources to ensure they are sufficient to achieve the delivery outcomes.
- Promote and support the development of a continuous improvement and learning culture, coaching, and supporting other managers and officers to develop a culture of personal ownership and accountability for delivering outcomes. The delivery of an internal 'talent pipeline' through mentoring, coaching and training.
- Focus on effective management principles identifying ways to increase service efficiency by early intervention, service innovation, the involvement of the community or better working with partners.
- Be accountable for the effective use of resources including budgets directly under your control. Managing the development of a performance culture, championing efficiency and value for money across all services.
- Provide direction and leadership in order to deliver cultural and organisational change across the service area
- Work with Councillors, colleagues, partners providing specialist advice, information, resources, and ideas to support the development of effective delivery of services for the benefit of service users and the community.
- Actively encourage and promote a culture of transparency and employee/stakeholder engagement, forming partnerships and developing effective working relationships with partners, service providers, members, citizens and communities to support the successful delivery of services.

- Promote a philosophy of putting service user's needs first and to work with key stakeholders, local residents and businesses organisations to ensure strong levels of community involvement at every stage of the delivery cycle.
- Contribute to the corporate leadership of the Council in the delivery of its corporate priorities, policies and agendas, shaping and implementing changes within the delivery cluster as required.
- Lead on other organisation wide programmes as these opportunities arise. This will require working with programme managers to coordinate input from across the council, shape the programme and deliver the benefits.

The way we work

The following sections set out how council officers are expected to work and carry out business.

Stakeholder Engagement and Partnerships

- Represent the Council and act as an ambassador at local, regional and national level playing an active role in partnership and joint working to promote Lambeth as an ambitious modern and improving authority seeking to deliver an 'open for business' approach to investment opportunities for new and existing businesses.
- To ensure robust and inclusive communications, consultation and engagement; respond to stakeholder issues (including press enquiries and Members' enquiries), and ensure stakeholders' expectations are managed, in the context of the delivery of high profile, potentially contentious decision making process.
- To ensure clarity of focus between officers and members of the Council in discharging its statutory duty.
- Develop extensive working partnerships with key stakeholders and partners to explore and design the future of service delivery, promoting and developing the Council's image and championing the interests of citizens and communities.

Strategic Management Duties

- To foster a teamwork approach to all staff and encourage collaborative team working, promoting ownership, responsibility and mutual understanding of the part each plays in the overall provision of the delivery services.
- To lead large teams in a matrix style, drawing expertise from across the directorate and the council, such that project objectives can be met.
- To be an active member of the Management Team and provide significant strategic management contribution to the council's performance and culture, providing professional leadership, and implementing cross-cutting strategies in order to effect continuous improvement and enhance the council's standing.

- Ensure strategic plans are in place to maintain business continuity, information security and risk management of all services.

Generic Responsibilities

- To carry out the duties of the post in accordance with the Data Protection Act, the Computer Misuse Act, the Health and Safety at Work Act, and other relevant legislation, as well as Council policies, procedures, standing orders and financial regulations.
- To carry out the duties of the post with due regard to the Council's Equal Opportunities Policy, taking responsibility, appropriate to the post, for tackling racism and all other oppressive and discriminatory practices, for promoting a positive recognition of differences and community cohesion and must at all times carry out their duties with due regard to the Council's policies on equalities and the staff code of conduct.
- To actively promote and uphold the Council's code of conduct, values, behaviours, priorities and service standards.
- To undertake other duties appropriate to the grade as directed by management.

Other

- The post holder should be prepared to work outside of normal hours, including attending evening meetings, and occasional weekend working.
- The job holder's decision making authority is determined by Council policy and procedures

PERSON SPECIFICATION
Assistant Director – Procurement and Contract Management
SMG XX

<p>It is essential that in your written supporting statement you give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A)</p> <p>You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.</p> <p>If you are applying under the Disability Confident scheme, you will need to give evidence or examples of your proven experience in the areas marked with “Two Ticks” (✓✓) on the person specification when you complete the application form.</p>		Shortlisting Criteria
Key Knowledge	K1	Excellent grasp of the broad policy and financial context affecting the Council and the service areas.
	K2	Comprehensive grasp of the technical aspects of procurement in the public sector and an ability to apply this knowledge in a pragmatic way
	K3	Extensive knowledge of current contract and procurement legislation and regulations
	K4	Detailed knowledge of best practice tendering, procurement and contract management procedures
Relevant Experience	E1	Experience of leading, motivating and managing services with multi-disciplinary teams to achieve significant, sustainable improvements and positive outcomes through internal and external partnerships
	E2	Has created or used financial decision-making techniques (business cases, option appraisal, commercial appraisal etc) and used information, data, and analytical approaches to create insights that lead to better commercial or business outcomes;
	E3	Significant experience of leading procurement and contract management activity across a large, complex organisation
	E4	Significant experience of managing and driving multiple concurrent programmes of work, managing resources to successfully deliver business-as-usual, major procurement programmes and projects, and development/continued transformation of the council's procurement and contract management capability
	E5	Experience as a senior manager within a large, complex, customer-focused organisation with a significant element of budget and performance management influence.
	E6	Influenced and created a mandate for change in complex environments, often with ambiguous or non-hierarchical reporting structures

	E7	Built and maintained productive relationships, including those with key stakeholders and external organisations;	
	E8	Is able to balance short medium- and long-term priorities;	
	E9	Has an awareness of and able to manage risk in a commercial and procurement context;	
	E10	Developed and managed a team of high performing professionals;	
	E11	Experience of managing budgetary and personnel resources commensurate with the level of accountability for this post (team of approx. 30, direct budget responsibility of c£1m, influence over £500m of third party spend)	
	E12	Successful track record of high level negotiations and including contracts and performance, procuring and establishing multi-million pound contracts and monitoring systems.	
Qualification			
Essential		MCIPS, Chartered status and evidence of continuing professional development	
		Degree qualified or commensurate relevant experience	
Core Behaviours			
Focus on People		Focusing on People is about considering the people who our work affects, internally and externally. It's about treating people fairly and improving the lives of those we impact. Putting people at the heart of our work, after all that's our business. It's about making our processes fit people.	
Taking Ownership		Taking Ownership is about being proactive and owning our personal objectives. It's about seizing opportunities, driving excellence, engaging with the council's objectives, and furthering our professional development.	
Working Collaboratively		Working Collaboratively is about helping each other, developing relationships, and understanding other people's roles. It's about working together with colleagues, partners, and customers to earn their respect, and get the best results	
Communicate Effectively		Communicating Effectively is about how we talk, write and engage with others. It's about using simple, clear, and open language to establish positive relationships with others. It's also about how you listen and make yourself open to conversation.	
Focus on Results		Focusing on Results is about ambition and achievement. It's about making sure we are working towards the end product and considering the effect of our service. It's about making the right impact, having the right result and changing things for the better	