

## Lancaster City Council - Job Description & Person Specification

<b>Job Title:</b>	Procurement Manager	<b>Grade:</b>	11	<b>Job Code:</b>	LCC670
<b>Service/Team:</b>	Legal	<b>Role Type:</b> *Delete as appropriate		<b>Reports to:</b> *Title & LCC Code	Senior Solicitor
<b>Line Manages:</b> *Title/s & LCC Code	Procurement Officer				

Job Overview
<p><b>Overview</b></p> <ul style="list-style-type: none"> <li>To assist the Chief Officer Governance in the provision of comprehensive procurement advice and assistance to the Council, its Cabinet, Committees and Officers</li> <li>To develop, co-ordinate and implement the Council's Corporate Procurement Strategy to assist the Council in achieving its objectives, and to lead and manage the provision of associated central support to develop corporate capacity and expertise in procurement.</li> </ul>
Direct Responsibilities
<ul style="list-style-type: none"> <li>Act as professional lead on procurement matters, consulting and providing direction and/or advice as appropriate, to ensure that the Council meets associated legal and regulatory requirements.</li> <li>Ensure that procurement plays a significant operational and strategic role in helping the Council meet its objectives and fulfil its core values.</li> <li>Lead, manage and develop a corporate procurement function, overseeing the effectiveness of the full range of the Council's procurement activities.</li> <li>Lead on the promotion of good procurement practice throughout the Council, through co-operation and liaison with managers, other employees and relevant external agencies.</li> <li>Contribute to developing corporate capacity and expertise in procurement through the organisation of procurement, identification of necessary skills and knowledge and co-ordinating the provision of appropriate training and development.</li> <li>To support and assist colleagues in the legal services team to the Council.</li> <li>To be an ambassador between legal services and to other departments in the Council.</li> <li>To advise on new procurement related legislation.</li> <li>To guide, upskill and supervise junior staff in all aspects of procurement</li> <li>To guide and supervise, in consultation with the Senior Solicitor, the legal work of junior staff within the Service.</li> </ul>

## **Lancaster City Council - Job Description & Person Specification**

- Attend such meetings of the senior leadership team or cabinet/council as required from time to time.
- To undertake such specific project responsibilities and other duties and responsibilities as may from time to time be allocated by the Chief Officer Governance or Senior Solicitor.
- To undertake such other reasonable duties appropriate to the grade and responsibilities as may from time to time be allocated by the Senior Officers.
- To provide high quality procurement advice to officers and members of the authority.
- To attend Council, Committee or other meetings of members or officers and at such times as are required.
- To mentor, train, give day to day guidance and foster development in non-legal staff.
- To undertake such other duties as required by the Chief Officer Governance
- To maintain the highest standards of professional conduct and engage with professional development.
- To give creative and positive advice at all times to help the delivery of Council services in accordance with the Council's policy, values, aims and objectives.

### **Primary Measurable Objectives**

- To provide timely advice and assistance at all stages of the procurement lifecycle
- To provide timely advice and assistance to Council departments with regards to the Authority's functions, major project work, Council agreements and enforcement activities.
- To upskill client departments and officers to drive forward efficiency and productivity (i.e. through streamlining of processes, training, legal up-dates, guidance and use and provision of practical templates.
- To Assist the Chief Officer Governance with the provision of a comprehensive legal service to the Council, its Cabinet, Committees and Officers.
- Develop and monitor the Council's procurement policy and strategy and recommend revision in line with best practice and corporate objectives and strategies.
- Provide procurement expertise to the Council's savings and efficiency reviews and to support officers and elected members charged with managing and overseeing such reviews.
- Report on procurement activity and performance to Officers and Members and other relevant parties as appropriate.
- Develop best practice guidance in procurement, and provide training for staff and Members as necessary, covering:
  - Effective procurement and option appraisal;
  - Purchasing procedures, including tendering, quotations and ordering;
  - Contract/project management;
  - Supply management and pre-qualification processes;
  - E-procurement

## **Lancaster City Council - Job Description & Person Specification**

- Continue to develop and maintain a thorough portfolio analysis of procurement undertaken and planned by the Council.
- Co-ordinate the maintenance of a comprehensive corporate register of all contracts and schedule of forthcoming contracts.
- Co-ordinate the drawing up and publication of procurement information for suppliers.
- Identify, assess and evaluate new procurement opportunities or developments.
- Contribute to initiatives involving collaboration between the Council and external suppliers and / or other collaborative organisations, and seek to explore ways of sharing expertise and resources in procurement.
- Set up and co-ordinate corporate contracts for routine purchases.
- Contribute to the regular review of Financial Regulations and Procedures and Contract Procedure Rules in relation to procurement issues.
- Advise the Council on procurement expertise, skills and training needs.
- Research and advise the Council on the implications of legislative, professional and governmental developments in procurement.
- Represent the Council on external procurement groups as necessary and collate / provide information as required.
- Examine and advise on requests for exceptions to tendering, and report approved exceptions through the corporate financial monitoring process.
- Develop, manage and maintain up to date information on the internet and intranet including the current project to create a comprehensive set of procurement templates and checklists
- Maintain and review procurement information systems, ensure compliance and recommend improvements in the provision of procurement information, including those relating to e-procurement solutions.
- To assist with the administration and oversight of procurement cards.

### **Staff Management Responsibilities**

- To supervise junior colleagues in relation to all procurement matters
- To upskill junior staff to enable them to carry out legal work and processes independently
- To maintain staff high standards in regards to compliance, file management, organisation and progression
- Undertake full line management responsibility for the council's Procurement Officer and any other junior staff in the procurement team from time to time.

## Lancaster City Council - Job Description & Person Specification

Person Specification			
Knowledge & Educational Requirements	Essential Criteria	Desirable Criteria	Assessed by: App Form, Interview, Certificate, Test, Other...
<b>Specialised Qualifications &amp; Training</b>	GCSE or equivalent in English. Knowledge of Microsoft applications including Microsoft Word, Excel and Outlook.	Knowledge of IT systems and software interfaces	App Form, Interview,
<b>Experience</b>	<p>Past experience of running above and below PCR 2015 threshold tenders for a public authority from start to finish</p> <p>Excellent ICT skills</p> <p>Experience in reporting to others</p> <p>Adhering to deadlines</p>	<p>Good project management skills</p> <p>Good working knowledge of Public Contracts Regulations 2015</p> <p>Knowledge of basic principles of contract law</p> <p>Experience of supervising staff</p> <p>Knowledge of local government law and practice</p> <p>Experience in finance purchasing systems.</p>	App Form, Interview
<b>Job Related Skills, Knowledge &amp; Abilities</b>	<p>Attention to detail.</p> <p>Ability to communicate effectively with a wide variety of people.</p> <p>Self-motivated and the ability to work independently.</p> <p>The ability to monitor and control personal workloads, manage resources and meet deadlines.</p>	The ability to develop and deliver effectively fit for purpose training programmes	App Form, Interview
<b>Personal Attributes</b> Including Interpersonal & Communication Skills	<p>Attention to detail</p> <p>Ability to communicate effectively with a wide variety of people</p>		App Form, Interview

### Lancaster City Council - Job Description & Person Specification

	<p>Self-motivated and the ability to work independently.</p> <p>The ability to monitor and control personal workloads, manage resources and meet deadlines.</p>		
<b>Special Requirements/Other</b>			App Form, Interview

## Lancaster City Council - Job Description & Person Specification

### Additional information

#### Lancaster City Council Specific Knowledge

Once in post, demonstrate:

Understanding, implementation and adherence to Lancaster City Council's policies and procedures.

Understanding, implementation and adherence to Our Values.

Understanding of the post holder's own and their team's contribution to the Council's Corporate Plan.

#### General Statement

The above duties and responsibilities do not include or define all tasks that may be required of you. Duties and responsibilities may vary without changing the general character or grade of the role.

As a normal part of your job, you are expected to routinely undertake corporate activities on behalf of your Directorate, appropriate to grade of the role.

#### Learning and Development

You are expected to undertake any training and development appropriate to the current and future needs of the post.

#### Health & Safety at Work

All members of staff are responsible for fulfilling their health and safety roles and responsibilities, as outlined in the Job Description above. It is the employee's responsibility to ensure that they are familiar with the Council's health and safety policy, procedures, work instructions and relevant risk or other health and safety assessments pertinent to their work tasks, and that they carry out their work tasks in accordance with the significant findings of such.

#### Equal Opportunities

Lancaster City Council is an Equal Opportunities employer and has equal opportunities policies with which you are expected to comply at all times. The City Council condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias.

#### Climate Emergency

You will be expected to conduct your work activities in a way that demonstrates understanding of, and alignment with the requirements of delivering the Council's response to the Climate Emergency.

#### Community Safety

Section 17 of the Crime and Disorder Act requires local authorities to consider the community safety implications of all their activities. Officers of Lancaster City Council should have an awareness of community safety and consider any community safety implications within their own area of responsibility.

#### Safeguarding

Lancaster City Council delivers a range of services and activities that impact on the lives of children both directly and indirectly. Safeguarding children, ensuring their welfare, safety and health is of paramount importance. We are committed to providing safe and supportive services that will give children the opportunities to achieve their full potential.

<b>Employee Signature:</b>		<b>Print name:</b>		<b>Date:</b>	
<b>Manager Signature:</b>		<b>Print name:</b>		<b>Date:</b>	