

## Role Description

<b>Role title</b>	Head of Procurement
<b>Directorate</b>	Finance and Procurement
<b>Reporting to</b>	Service Director Finance and Procurement
<b>Grade</b>	Grade 4
<b>Evaluation ref</b>	LGR00050
<b>Role Purpose</b>  <p>The Somerset Councils subject matter expert for Commercial and Procurement To provide expertise and strong leadership to drive performance and to commission and/or deliver the Council's priorities and meet service targets.</p> <p>To provide clarity, management and motivation in delivering the New Operating Model, the Council Plan and other Council transformation programmes as required.</p> <p>Ensure the effective understanding and operation of any specific statutory or regulatory duty contained within the role.</p> <p>Advise Elected Members and Directors in respect of operational planning and commissioning, policy matters and service delivery issues and engage with partners in the promotion, communication and delivery of services.</p>	
<b>Key results area</b>	<b>Accountability</b>
Corporate Responsibilities	<p>Determine and/or support the determination of the strategic direction of the Council and partners agencies in relation to their specialist expertise.</p> <p>To ensure that the Authority has a clear understanding and standard definition of procurement savings and that processes are in place to ensure a consistent ability to measure and track procurement benefits which are aligned to the SC Benefit Management framework.</p> <p>To ensure that Somerset Council meets statutory and contractual obligation in the JVC and other such contracts and takes the lead responsibility for co-ordinating and/or negotiating major contract changes.</p> <p>To organise Somerset Council commercial, procurement and contract management in a manner to enable the establishment and operation of a centre of excellence to realise optional savings for the Authority.</p> <p>To institute and operate an Authority wide supplier management strategy including a single source of information on supplier</p>

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	performance and price and performance data. To align with the 2023 Procurement Bill.
Promote Council Interests	Undertake representational and communication duties on behalf of the Council and partners both to promote and protect the Council's interests in matters concerning their specialist areas.
Advice and guidance	<p>Advise Somerset Council on their obligations and duties arising from the statutory/regulatory framework covering their specialist subject.</p> <p>Shape and/or recommend Council policy concerning commercial and procurement matters</p> <p>Undertake representational and communication duties on behalf of the Council and partners both to promote and protect the Council's interests in commercial and procurement matters</p>
Policy & Governance	To ensure that there is a clear and unambiguous governance and procedural framework for all procurement, contract and purchasing activities across the Authority and that there are robust and effective processes and resources to ensure compliance.
Monitoring Performance	<p>Create, monitors and review frameworks of performance measures and quality standards to be applied in the delivery of commercial and procurement services</p> <p>Undertake representational and communication duties on behalf of the Council and partners both to promote and protect the Council's interests in matters concerning their specialist areas.</p> <p>Commission and/or act as the Council's Lead Client in relation to services in their specialist areas.</p> <p>Establish, monitor and report service level goals, key performance indicators and customer satisfaction criteria for finance operations and procurement functions.</p> <p>To lead and manage the information flows between the key stakeholders and the strategic contracts including key performance indicators, communication protocols etc. Report on a regular basis on financial and service performance identifying areas of concern and proposing actions for resolution.</p> <p>To ensure effective engagement with Executive and Service Directors and their Managers concerning their operational contract management of most outsourced services/contracts within their relevant service area. This includes monitoring contract KPI's and ensuring the escalation of any unresolved technical or contractual matters.</p>

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	<p>Takes the lead responsibility for commissioning strategic work to the strategic contracts, co-coordinating, negotiating and managing contract development and expansion. Negotiates additional service areas within Somerset Council for inclusion and provides service specifications, cost/benefit analysis and possible project plans for transfer in SMART objectives.</p>
Budget	<p>Lead and direct a high-profile savings programme that delivers cashable savings targets to support the Council's budget and investment plans.</p> <p>To ensure that the Authority has a clear understanding and standard definition of procurement savings and that processes are in place to ensure a consistent ability to measure and track procurement benefits which are aligned to the Somerset Council Benefit Management framework.</p> <p>To ensure the establishment and operation of a central information hub reporting on procurement spend across the Authority and ensure that the commercial and procurement function has the analytical tools and capability to interpret spend data, identify opportunities and prioritise execution and capacity.</p>
Stakeholders	<p>Drive and operate partnership and co-operative working with other agencies/bodies to ensure the effective commissioning and/or delivery of services in their specialist areas.</p> <p>The purpose of the role is to achieve outcomes from suppliers which meet the needs of residents of Somerset and internal customers as efficiently as possible at the quality specified at the lowest total cost available.</p> <p>To work with Strategic Commissioners and Service Directors to ensure that there is meaningful and visible control on devolved business line spend decisions enabling Somerset Council to influence individual stakeholders on spend decisions on purchasing and procurement.</p> <p>To direct and develop the Commercial Contract Management function for Somerset Council and to fulfil the role of Lead Officer for the strategic contracts and acting up where required as a representative of public sector partners.</p> <p>Responsible for creating a cultural understanding within the Council of operational / directorate and strategic risk management to ensure financial, legal and reputational position is safeguarded.</p>

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Programme Management	Manage major programmes within their area of expertise or where their specialism is predominant.
Team Management	<p>To direct and manage teams of professional and technical staff ensuring their deployment, motivation, development and performance management in undertaking a comprehensive range of Commercial, Procurement and, Contract Management activities.</p> <p>Pro-actively participate in external networks to promote the service, enhance knowledge and skills and import best practice.</p>
Project Delivery	<p>Deliver major projects and resolve complex casework where required by the Director.</p> <p>Takes the lead responsibility for review and evaluation including internal and external customer satisfaction/experience, trends, lessons learnt, market/sector intelligence.</p>
<b>Qualification/ Knowledge / skills / experience</b> <i>(describe what would be needed by anyone to deliver the accountabilities to a competent or fully acceptable level, please also state Essential/Desirable against each one)</i>	
<p>Relevant Degree or Professional Qualification <b>ESSENTIAL</b></p> <p>Evidence of work related continuing professional development in their specialist field. <b>ESSENTIAL</b></p> <p>Significant experience of working successfully with Members and Directors on complex issues and the development of strategic direction. <b>ESSENTIAL</b></p> <p>Negotiating large complex contracts to successful completion and on-going management of supplier relationships. <b>ESSENTIAL</b></p> <p>Senior experience in leading teams in large complex organisations that involve any of: procurement activity, commercial contract negotiation, large processing operations teams <b>ESSENTIAL</b></p> <p>Leading and managing organisational, IT and business process change. <b>ESSENTIAL</b></p> <p>Track record of operating corporate projects and providing clear advice on policy options and policy development. <b>ESSENTIAL</b></p> <p>Demonstrable knowledge and understanding of the statutory, policy and strategic commissioning framework within which specialist services operate and their context within local government. <b>ESSENTIAL</b></p>	

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Experience of developing and delivering representational and communication activities that successfully deliver key messages to the public and internally.

**ESSENTIAL**

Good understanding and ability to develop and implement effective performance management and quality assurance frameworks. **ESSENTIAL**

Knowledge and understanding of implementing equality and diversity in commissioning and reviewing service delivery. **ESSENTIAL**

An understanding and commitment to effective customer and community engagement leading to service redesign and change management. **ESSENTIAL**

Demonstrate knowledge of NEC3/NEC4 and or JCT contracts. **DESIRABLE**

Evidence of obtainment or working towards CIPS **DESIRABLE**

### **Dimensions of role**

*(Relevant facts and figures that relate to the key results areas and on which the role has an impact or influence e.g., budgets or staffing include a comment on planning horizon)*

The main purpose of the post is to advise and influence the effectiveness of the Council's £400m+ annual Third Party procurement/purchasing spend and £13m+ team revenue budget.

The post line manages a combined Procurement and Commercial and Commercial Contract Management function with a team of approximately 35 professional and support staff.

Responsible for strategic contracts such as Strategic Partnerships, Social Enterprise, PFI contracts to the value in excess of £150m per annum.

### **Relationships:**

- The postholder reports to the Service Director for Finance and Procurement
  - To be effective in the strategic role the postholder will need to establish and maintain strategic working relationships with both Strategic Commissioners and Service Directors to ensure that Somerset Council has a balanced approach to procurement and commercial activities.
  - The postholder takes the lead in building/maintaining strategic and working relationships with Lead Commissioners and Directors in Somerset Council and their equivalents in Strategic suppliers.
  - The postholder is required to demonstrate a range of strategic, tactical and management skills, problem solving and decision making over a range of line procurement and commercial activities. This will involve a range of analyses assessments, initiative, recommendation, and negotiation.
  - When required the postholder will liaise with external and specialist legal/financial advisers to secure advice on the resolution of contract issues.
- The postholder also liaises with the Information Commissioner when

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required to deal with breaches in information management.	
<b>Notes</b>	
Competencies / attributes	Somerset Council has developed an attributes framework which will be a key component of the role; this can be found on the Council's website.
Working conditions:	
Working arrangements:	