

JOB DESCRIPTION

Post:	Procurement Manager
Directorate:	Performance
Department:	Finance, ICT & Procurement
Location:	Allocated to Offices in Armagh, Banbridge or Craigavon as required.
Reports to:	Head of Finance, ICT & Procurement
Salary:	PO6 SCP 40 – 43 £42,683 - £45,591 per annum (subject to review)
Hours:	37 hours per week, the post holder may be required to attend Council meetings outside of normal working hours.

All employees are expected to model the Customer Care behaviours of “Serve Passionately, Engage Positively and Deliver Consistently.”

JOB PURPOSE:

To oversee and effectively manage the Council’s procurement activities. The post holder will lead a team in the provision of a modern professional, customer-focused and responsive Procurement Service to support the Council in delivering its strategic objectives. The post holder will report on procurement issues at Council and Committee meetings, as required, and will have an influencing role in other functional areas.

MAIN DUTIES AND RESPONSIBILITIES:

1. Develop and manage a professional and comprehensive range of procurement services suited to the needs of the Council in pursuit of value for money and best value within Council policies and guidelines.
2. Develop and implement a Procurement Strategy that supports the delivery of the Council’s Corporate Strategy.

3. Develop, monitor and review an Annual Business Plan and Risk Register for the Procurement Department and manage the Procurement budget.
4. Manage and develop staff to ensure that they and any employees for which they are responsible:
 - Promote a “One Council” approach;
 - Effectively manage their teams, positively contributing to wellbeing and high levels of employee engagement;
 - Implement and review appropriate training and development programmes for employees to ensure sufficient skills, capacity and knowledge within the service.
 - Operate within Council policies and procedures;
 - Deliver services in the most efficient and equitable manner and in accordance with Council governance and financial regulations;
 - Efficiently and effectively manage available resources;
 - Deliver their agreed targets;
 - Work in a corporate and collaborative way with other services and departments.
5. Provide professional guidance and advice to Directors, Heads of Department and Council Officers, Committees and Council on policy and strategic decisions.
6. Produce and co-ordinate reports for Council committees and other such procurement information and briefing material and reports as required by the Head of Department.
7. Attend Council and Committee meetings as required and provide professional advice to elected members.
8. Monitor corporate spend and procurement activities to ensure value for money is maximised and compliance with EU and UK Statute and Directives, and Council’s Financial Regulations.
9. Advise and support Council officers carrying out Procurement and Contract Management, which will include assisting with the preparation of tender documentation, and the facilitation of the tender evaluation process.
10. Develop performance indicators for procurement and monitor performance against agreed targets and to ensure the timely production of reports and statistical information.
11. Achieve continuous improvement in procurement by developing high-level procurement skills, and best practice across the Council.

12. Support the implementation and use of E-Procurement and develop and maintain sustainable procurement strategies including keeping local small and medium enterprises (SMEs) briefed on the Public Procurement process through training and updates.
13. Review, develop, provide advice on and arrange training on the Council's procurement policies and procedures.
14. Participate in cross-departmental working groups on Council projects to ensure that procurement needs are addressed and provide professional advice on such matters.
15. Be responsible for electronic and paper-based procurement records.
16. Take overall responsibility, within the Service area, for the effective management and resolution of stakeholder and customer queries and complaints, Freedom of Information and other information requests.
17. Represent the Council and liaise and consult with external bodies and organisations as required.
18. Provide procurement services and advice to organisations where the Council acts as the lead partner.
19. Develop appropriate networking arrangements on a regional and national basis to ensure that the Council benefits from, or participates in, any specialist or collaborative procurement initiatives.
20. Regularly review the services provided by the Procurement Department and identify opportunities for improving economy, efficiency and effectiveness.
21. Keep abreast of professional development issues and take responsibility for personal learning and development.
22. Undertake any other relevant duties that may be required and are commensurate with the nature and grade of the post.