

Job Description



Job Title: Head of Procurement	Service Area: Procurement	
Directorate: Resources	Fusion Post Number:	Evaluation Number: LBN541
Grade: SMR(C)	Date last updated: 06/07/2023	

People at the heart of everything we do

We are committed to putting people – Newham residents and Council staff – at the heart of all we do. Our approach is a collaborative joint enterprise between residents, the Mayor, Members, Council staff and the Corporate Management Team.

Equality and diversity

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity policy in the course of their work.

Protecting our staff and services

Adherence to health and safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good health and safety practices and manage risks appropriately.

Corporate parent

We believe that every member of staff working for Newham Council should understand and fulfil our corporate parenting responsibilities for our looked after children that we have under the Children and Social Work Act 2017.

Overall Purpose of Job

As Head of Procurement, the post holder will lead and manage the procurement team to ensure that the Council obtains the best prices for goods and services, whilst also maintaining high quality customer service standards.

The post holder will be responsible for developing and implementing procurement strategies, policies, procedures, and best practices, as well as for monitoring supplier performance and managing vendor relationships.

Job Summary

Key Tasks and Accountabilities:

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

- Develop and implement procurement strategies, policies, procedures and best practices. Monitor procurement performance against targets, budgets, and timelines.
- Negotiate contracts and agreements with suppliers and vendors to achieve costs savings and improve quality.
- Manage supplier relationships, monitor vendor performance, and resolve issues as needed.
- Lead the procurement team comprising of up to ten (10) staff including two (2) direct reports. Provide guidance, support, and training to ensure that procurement processes are efficient, effective and compliant.
- Collaborate with Directorates and stakeholders to understand their procurement needs and develop solutions that meet their requirements.
- Monitor market trends and conditions to identify opportunities for cost savings and process improvements.
- Support wider commercial activity across the council and implement relevant controls
- Evaluate and recommend new suppliers and vendors in alignment with the Council's goals, objectives and strategy. Ensure compliance with procurement law, and applicable regulations and policies.

To undertake all responsibilities listed below:

- Ensure the Council maximises the commercial benefits from contracts and drives innovation within all selected categories of spend.
- Establish and maintain best in class sourcing performance.
- Proactively identify areas of weak procurement management, risks and pressures and to work with the relevant service to improve them.
- Lead, manage and motivate staff through excellent communication, professional guidance, support and development in accordance with the Council's policies and procedures to ensure they are able to deliver the responsibilities of the Council.
- Collaborate with stakeholders to proactively identify areas where procurement can add value. Contribute to the development and monitoring of service level agreements, KPIs, defining respective roles and responsibilities and quality service delivery
- Provide advice and support to directors, deputy directors and the senior management teams within the Council and the Members.
- Build and maintain a good working relationship with a broad range of external and internal stakeholders on a range of business sensitive issues.
- Work with stakeholders and senior teams, to analyse business objectives, activity drivers and performance issues and identify prioritised procurement strategies and plans designed to meet procurement needs.
- Design and implement a sustainable procurement partnership model that delivers value for money and robust governance for all stakeholders.
- Deliver detailed strategic high level category plans through liaison with the procurement team, contract managers and the Members and senior management teams and ensure the on time delivery of those plans.

- Work with the procurement team to ensure contract performance in line with market expectation and ensure the ongoing success throughout the whole procurement cycle.
- Ensure all commercial outcomes promised within key contracts are delivered and results are measured and individuals are accountable.
- Give best practice and innovative guidance to Council Officers on procurement matters in accordance with the Council's Governance and applicable law.
- Design and schedule best practice training courses for the procurement, contract management and commissioning professionals within the Council.
- Maximise savings opportunities and achieve the saving (and wider value) requirements as directed by the Council.
- Ensure all contacts are undertaken in line with guidance and industry best practice
- Ensure the procurement cycle is delivered in good time, in accordance with the requirements of cabinet, senior management and council residents
- Ensure all projects, information data and analysis is provided in good time and of high quality.
- Ensure procurement procedures/policies, systems and data management is in accordance with the Council's Code of Practice, applicable legislation, and procurement rules.
- Undertake to ensure that all contract related considerations to benefit the local community are considered and deliver local community benefits.
- Provide expert leadership, training and coaching to ensure the procurement team and Council Officers deliver the outcomes required of their contract and develop the metrics to allow the Council to measure contractual obligations.
- Lead the procurement team to deliver continuous improvement and consider innovation throughout contract lifecycle.
- Leads on policy development with impact across the organisation.
- Undertake to collaborate and plan procurements ensuring that all information is shared for the benefit of the Council.
- Take responsibility for ensuring procurement, legislative and market knowledge is current and that this knowledge is practically applied to the role and imparted to Council Officers.

Other Duties

- Deputise for the Director of Corporate and Business Support if and when required including but not limited to providing representation at stakeholder meetings.
- Provide short term cover for managers, including but not limited to overseeing procurements.
- Undertake transformation projects as directed by the Director of Corporate and Business Support.

Personal Specification



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IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

EQUALITY AND DIVERSITY

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PROTECTING OUR STAFF AND SERVICES

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CRITERIA- Essential	METHOD OF ASSESSMENT
KNOWLEDGE: <ul style="list-style-type: none">• Knowledge of European Union (EU) and Public Contract Regulations and procurement best practice• Knowledge of social value, localism and sustainability in procurement and contracts	Application and Interview
EDUCATION/QUALIFICATIONS: <ul style="list-style-type: none">• Degree or equivalent in Business Administration	Application and Interview

<ul style="list-style-type: none"> • Transparency - Works with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities served by procurement. • Ethical - Aware of impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust. 	
<p>OTHER SPECIAL REQUIREMENTS:</p> <ul style="list-style-type: none"> • Occasional out of hours working will be required to attend meetings and meet deadlines. 	