

Job Description



Job Title: Procurement Data & Quality Manager	Service Area: Procurement	
Directorate: Resources	Fusion Post Number: TBC	Evaluation Number: 7200
Grade: P06	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

In support of the Head of Procurement, the Procurement Data & Quality Manager will manage and coordinate activities concerned with quality and continuous improvement of all procurement activities, driving the procurement function toward efficient operations, by performing the duties set out in this job description either personally or through other employees.

This role is a key position within a newly created team responsible for the delivery of process innovation and continuous improvement initiatives across the procurement function.

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.

- Confers with management to establish continuous improvement goals/objectives and overall direction.
- Identify areas with Directorates, employees and customers to develop opportunities for improvement throughout the procurement function for the benefit of the Council.
- Lead on creation of in-house leading-edge information, insights & analytics capability
- Be responsible in conjunction with the Head of procurement for the creation and management of the organisations Contracts register.
- Develop training materials for the procurement team as well as service recipients of procurement services as necessary. For example, commercial and contract management, legal, procedural, supplier management social value and other broader initiatives.
- Mentor junior staff in the procurement team.
- Organise, plan and review and provide status of projects and workload
- Manage, monitor and report on compliance with the Councils' procurement and contract management procedures and processes and corporate governance standards.
- Ensure open communication throughout the procurement function by keeping management informed of the status of work load.
- Create metrics, deployment goals, and objectives to drive accountability throughout the procurement function.
- Manage the development and maintenance of methods and systems for measuring to ensure relevant objectives and metrics are being met and maintained.
- Provide input and feedback to stakeholders about process improvement opportunities.
- Lead efforts to develop and deliver appropriate training.
- Monitor activity level of staff and alert management of additional support needed to achieve desired results.
- Visibly demonstrating leadership/change management behaviours.
- Provide advice and guidance to stakeholders ensuring at all time that procurement is as agile as practicable, at the forefront of industry thinking and that it is objective and fair, delivers value for money and meets legal requirements.
- Where required input into the procurement strategy
- Develop a programme management function that captures all forecast and live procurement statuses, progress against departmental and corporate targets, and associated resource requirements.
- Develop business intelligence capability within the department to deliver high quality spend and contract reporting to inform strategic decisions with customers.
- Manage the effective and timely response to Freedom of information requests.
- Implement, manage, monitor and report a complaints handling system.
- Develop and maintain successful delivery of cost reduction strategies and managing the solutions for systems such as P2P.
- Effectively manage, train, develop and encourage staff to reach their full potential.

To undertake all responsibilities listed below:

- Establish and ensure reports are maintained on contract performance for service-specific and Council wide expenditure, highlighting areas of concern and/or non-compliance (including contract expiry dates).
- Review, audit and maintain all contract self-assessment processes and procedures and develop plans and strategies to improve and maintain services.
- Establish and maintain reports that show 'addressable' supplier spend across the councils, within directorates and services as well as across categories. Develop high quality underlying data to enable this.
- Develop and maintain the procurement forward plan capturing all current and future procurement activity and key risks/issues. Pro-actively engage with services to forecast plan and support procurement activity and contract management.
- Develop dashboard reporting that shows departmental progress against key measures including savings and contract coverage.
- Manage the provision of all necessary performance, benchmarking and category data to inform category strategies, contract tendering and negotiations and highlight areas for improvement across the Council. Provide reports on key suppliers to help assess opportunities/issues.
- Provide support to staff in the use of the Council's e-auction solution (currently Fusion). Manage the maintenance provision of this system from a procurement process perspective.
- Review existing competencies of all procurement staff versus future demands/requirements and devise and commission a development programme covering formal and informal training to address gaps.
- Undertake a similar review of broader Council and supplier procurement training needs, devise and manage delivery of programme.
- Provide expert leadership, training and coaching to ensure staff deliver the outcomes required of supplier contracts and develop the metrics to allow the Councils to measure the contractual obligations.
- Participate and where required leads/act as project manager on projects which require in-depth knowledge of procurement systems/data, policies/procedures, business development and new initiatives.
- Take responsibility for ensuring personal knowledge of contract management, legislative and market forces is current and that this knowledge is practically applied in all matters.
- Work closely with Directorates and procurement managers to ensure relevant market information and data is provided which will assist them in their bid preparation.
- Maintain intelligence on all types of funding streams/bidding processes/competitions/initiatives from Government and elsewhere which might benefit the service.

Other Duties

- Deputise for the Head of Procurement as and when required including but not limited to providing representation at stakeholder meetings.
- Line management responsibility for the Procurement Data & Quality Officer.
- Provide short term cover for other managers, including but not limited to overseeing procurements.

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 • Understanding of governance and risk management of major projects • Knowledge of using e-procurement systems and techniques and other IT software such as Microsoft Excel, Word, PowerPoint and Outlook • Experience of working in senior lead role in a local authority or large complex organisation • Experience of developing implementing and using e-procurement systems and tools 	Application and Interview

<ul style="list-style-type: none"> • Experience of matrix management, managing people and resources • Experience of managing change • Evidence of continuous professional development 	
<p>EDUCATION/QUALIFICATIONS AND EXPERIENCE:</p> <p>Degree or equivalent</p> <p>CIPS Level 4 Diploma and above or relevant experience</p>	Application and Interview
<p>SKILLS AND ABILITIES:</p> <ul style="list-style-type: none"> • Able to deal with complex situations and manage competing deadlines • Able to motivate self and others whilst working under pressure, to deliver results • Able to influence and negotiate effectively • Able to make a positive impact on others and work effectively with a diverse range of internal and external stakeholders • Able to effectively communicate and present information to a diverse audience • Able to learn and share learning with others • Able to take and stand by difficult decisions • Able to demonstrate a clear understanding and commitment to equal opportunities and anti-discriminatory practice in all aspects of this role 	Application and Interview
<p>PERSONAL STYLE AND BEHAVIOUR:</p> <ul style="list-style-type: none"> • Professionalism - Actively seeks ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours. • Leadership - Leads by example, optimising those resources allocated, communicates clearly taking account and welcoming feedback. Takes a positive and 	Application Form/Interview/Test

<p>resilient approach to change understanding the longer-term vision of the Council and/or service areas.</p> <ul style="list-style-type: none"> • Accountability - Adopts a 'can do' attitude in the work delivered and takes accountability for performance and development and responsibility for actions and decisions. Demonstrates inclusivity and promotes the values of diversity and equality. • 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. 	