

Job Description and Person Specification

Procurement Systems Manager

Job Details	
Grade	G6
Service	Procurement Services
Location	Friargate – Floor 8
Job Evaluation Code	A6241

Coventry City Council Values
<p>We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:</p> <p>Open and fair: We are open, fair and transparent.</p> <p>Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be.</p> <p>Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing.</p> <p>Create and innovate: We embrace new ways of working to continuously improve the services we offer.</p> <p>Own and be accountable: We work together to make the right decisions and deliver the best services for our residents.</p> <p>Value and respect: We put diversity and inclusion at the heart of all we do.</p>

Job Purpose
<p>To supervise and manage the ongoing development of staff and ensure the effective completion of all Procurement Systems teamwork within procedural and audit guidelines. Ensure the provision of a quality service to the public, and both external and internal customers.</p> <p>To support the delivery of the Council's corporate Procurement strategy by providing advice and information on procurement matters to procurement colleagues, procurement practitioners and service managers; including the development and provision of systems training and monitoring, purchasing card processing, along with the development and implementation of procedures to promote best practice and ensure efficient and effective standards.</p>

Key Responsibilities and Accountabilities	
Providing strong and professional leadership to the Procurement Systems team that sits within the wider Procurement Services.	
Managing the allocation of work to the Procurement Systems Officers and ensuring that all activities are maintained in accordance with performance and service standards and deadlines.	
Ensuring that the integrity of Procurement systems is maintained in accordance with approved timescales, procedures and audit guidelines, maintaining adequate separation of duties.	
Liaising with both Internal and external Auditors to ensure probity of service and to contribute to the delivery of a high quality and efficient service.	
Providing advice, guidance and training for new and existing Procurement Systems Officers ensuring the team has the right tools and skills required.	
Managing the Purchasing Card Process to ensure compliance with terms of use and to maximise vat recovery for the Council.	
Planning and coordinating Procurement governance meetings ensuring decisions are fully and properly recorded in accordance with the Council's Contract Procedure Rules.	
Undertaking the compilation, analysis and presentation of financial, performance and research data for management or transparency purposes in accordance with prevailing Regulations.	
Driving the efficiency of the service through enhancements to existing systems, development and implementation of new systems and recommending process improvements.	
Deputising for the Deputy Head of Procurement where required and appropriate in times of absence.	
Representing the Council at appropriate collaborative forums and share best practice with and from other Local Authorities and public sector bodies.	
Providing a frontline service to internal and external customers handling enquiries and providing authoritative guidance and advice where necessary.	

Key Relationships			
External:	Suppliers System providers Other Local Authorities Other Government Departments Forums	Internal:	System Users Procurement Category team Accounts Payable Finance Legal Services Audit Digital Services

Standard Information

Post holders will be accountable for

- Carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.
- Attending any training and undertake any development activities that are identified as mandatory/beneficial to their role.
- Any other duties and responsibilities within the range of the salary grade.

Responsible for

4 x Procurement Systems Officers

1 x Apprentice

Person Specification

Requirements

Knowledge	Understanding of leadership and management principles.
Knowledge	Understanding of the purchasing process and associated procedures including the tendering process.
Knowledge	Working knowledge and understanding of legislative requirements relating to procurement activity.
Skills And Ability	Analysing and interpreting financial information.
Skills And Ability	Prioritising workloads to ensure deadlines are met and efficient service provided.
Skills And Ability	Possessing effective verbal and written communication skills.
Skills And Ability	Working on own initiative with limited supervision.
Skills And Ability	Working effectively as part of a wider team in a busy environment.
Skills And Ability	Identifying/implementing improvements/developments to processes & systems.
Skills And Ability	Establishing and maintaining good working relationships with internal and external stakeholders of varying levels

Experience	Managing individual and team performance including development and monitoring of performance targets.
Experience	Using financial systems and other ICT systems.
Experience	Dealing with internal and external enquiries through various methods of communication.
Experience	Using Microsoft Office software - preferably including Power BI
Qualification	N/a
Special Requirements	N/a

Disclosure and Barring Service (DBS)			
Does the role require a DBS check? Find out which DBS check is right for your employee - GOV.UK			
And if so, which type?			
Basic Check <input type="checkbox"/>	Standard Check <input type="checkbox"/>	Enhanced Check <input type="checkbox"/>	Enhanced + barred list check <input type="checkbox"/>

Declaration			
Reviewed/Created By:	Rob Amor		
Job Title:	Deputy Head of Procurement	Date:	01/07/2025