



Coventry City Council

Job Description

Post:	Deputy Head of Procurement	Job Number:	W0140W
Service:	Procurement Services	Post Number:	
Location:	One Friargate, Coventry	Grade:	SM2

Our values:

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.

Job Purpose:

Deputise for the Head of Procurement on all Procurement matters in the absence of the Head of Procurement. Lead the professional development of all Procurement staff within the function and where relevant, develop a training programme to support all staff across the Organisation involved in procurement processes.

Assist the Head of Procurement in the implementation of Procurement strategy and policies, ensuring a procurement service that supports the Council Plan ambitions, the business as usual of the Council and the work of our key transformation programmes across the Organisation. Actively contribute to the work on Procurement across the West Midlands Combined Authority, the West Midlands Heads of Procurement group and wider with partners within the Central Buying Consortium, and other Government bodies.

Hold strategic responsibility for identifying and managing the procurement pipeline for all capital and revenue expenditure, identifying resources required and ensuring procurement leadership on all activity. Work alongside the Director of Customer Services and Transformation, Head of Procurement, other Directors and Heads of Service, senior officers, Members, partners and teams to develop a comprehensive and robust Procurement work programme that challenges the status quo, is innovative and delivers efficiencies.

To collectively, with the Head of Procurement, provide visionary leadership for Procurement and Accounts Payable Services, ensuring that the council is developing capabilities that are needed to enable the city and its citizens, businesses and partners to thrive. Proactively champion Procurement, ongoing Contract Management and Social Value across the whole Council.

Main Duties and Responsibilities:

1. To act as a senior professional lead within the Procurement service, providing procurement advice to elected members and officers of the Council on all matters relating to Procurement. To assist the Head of Procurement in leading the Council's procurement community to ensure effective and efficient procurement strategies, policies and processes are adopted. The postholder will be a member of a number of programme boards across all directorates/disciplines within the City Council, directly managing a capital programme in excess of £200m per annum and jointly co-ordinating revenue expenditure in excess of £250m per annum.

2. Deputise for the Head of Procurement in times of absence, or where required, ensuring robust leadership and direction is given on all procurement matters in a timely fashion, and ensuring seamless service provision
3. Take the professional lead for the procurement of all major projects and capital activity, ensuring that they are effectively scoped, planned, resourced and monitored so they achieve service outcomes, corporate objectives including business process change and savings within agreed timescales and budgets.
4. Support Procurement Panel and Procurement Board, ensuring effective governance is maintained across all procurement activity.
5. As part of the procurement senior management team, lead on continuous improvement activities in the following areas;
 - To create a working environment which encourages commerciality, creative thinking, innovative practice and sensible management of risk
 - Influencing and advising stakeholders and directing the Procurement category experts in the development of outcome based specifications, appropriate Key Performance Indicators (KPI's) and effective Contract Management measures
 - Provide a comprehensive and impartial comparison of in-house versus outsourced options (Make or Buy) for delivery of Council services
 - Provide strategic advice and guidance at Programme and Project Boards on major procurements
 - Ensure that market testing and market intelligence is embedded in all sourcing activity
 - Ensure that appropriate consultation on Social Value and that relevant weighting is attached to the assessment of bids
6. To ensure that the Council's Procurement procedures are fully compliant with all relevant legislation and other regulations that apply. This includes the publication of transparency data and keeping up to date with case law and legislative amendments.
7. Proactively seek out opportunities for closer working with our 'anchor' partners, the universities, NHS and other key institutions across the City, and regionally with the WMCA and regional bodies including but not limited to, other Local Authorities, Health and Education, in the delivery of shared procurement opportunities where this supports the Council's business, savings or transformation plans.
8. Develop a customer focussed, high performing Procurement service, redesigning all services and processes to be based around the 'one Coventry' approach. Regularly collect customer feedback and build improvement plans based on the customer insight. Proactively work with services to build Procurement services to enhance productivity and customer satisfaction. Work with services to support category management and to create future business strategies showing how they can develop their business.
9. Support the Head of Procurement in the continuing assessment of the structure and scope of the Procurement service in line with wider organisational changes and demands. Review, refresh, gain relevant approvals and publish our Procurement Strategy and Contract Procedure Rules.
10. Critically evaluate contract performance and undertake reviews of category spend on a regular basis ensuring the category strategy and plans continue to meet financial objectives and deliver service outcomes. Ensure appropriate contract management procedures are established and implemented.
11. Identify and manage critical new strategic relationships including liaison with other local authorities to understand, share and apply best practice in line with other local and national trends, identifying and exploring opportunities for collaboration
12. Responsible working with the Director of Housing and Transformation and Head of Procurement, for ensuring that there is appropriate Procurement input into Council programmes and services commissioned, Council policy decisions and work with external and internal stakeholders including Strategic Management Board and Elected Members as necessary.
13. To provide strong professional and managerial leadership for Procurement activity on all projects, leading a team of Professional qualified staff of c.6 and c.25 when deputising, and indirectly to a further c100

FTE in the wider procurement community. Develop appropriate training and resource materials to cascade professional development across the organisation.

14. Lead on the development of Procurement Service digital approach. Work effectively within the legal / statutory framework applicable to both Procurement and other services including but not limited to the requirements of information governance and data protection arrangements including GDPR regulations.

- Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for: Procurement & Commissioning Staff

Responsible to: Head of Procurement

Date Reviewed: May 2021

Updated: May 2021



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Person Specification

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Area	Description
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Knowledge:	<ul style="list-style-type: none">Expert knowledge and understanding of Commissioning and Procurement theory and practical application including knowledge of 'Procure to Pay' processes, risk and risk management.
	<ul style="list-style-type: none">Expert understanding of Procurement life cycle and governance
	<ul style="list-style-type: none">A good understanding of the role of Procurement in the Local Authority context
	<ul style="list-style-type: none">Expert understanding of key developments in Procurement, Social Value and Contract Management, the supplier landscape and marketplace.
	<ul style="list-style-type: none">Extensive knowledge of the Public Contract Regulations 2015, a wide range of related legislative requirements (e.g. Late Payment), and Government guidance and transparency, legal frameworks and case law, statutory obligations and policy requirements of Procurement in a large diverse organisation.
	<ul style="list-style-type: none">Deep knowledge of the services provided by a local government organisation and how Procurement can enable, enhance and transform them.
	<ul style="list-style-type: none">In depth understanding of the negotiation process and the best strategies, tactics and techniques for effective negotiation.
	<ul style="list-style-type: none">Advanced understanding of financial data, budgets, suppliers cost bases and financial management including how to interpret and use key financial models and tools to deliver robust and sustainable procurement solutions
	<ul style="list-style-type: none">Equal opportunities and how to ensure that services are equally accessible and appropriate for the diverse needs of service users

Skills and Abilities:	<ul style="list-style-type: none">Proven interpersonal, analytical and influencing skills, ability to motivate and inspire others to consider and adopt alternative solutions at all levels within the organisation.
	<ul style="list-style-type: none">Sound Commercial Acumen and advanced negotiation skills with ability to devise negotiation strategies for highly complex projects
	<ul style="list-style-type: none">Ability to understand, interpret and use key financial and performance data to drive strategic decision and planning and to optimise performance.
	<ul style="list-style-type: none">Exemplary and effective communication skills by written, oral and electronic means appropriate to the relevant audiences.
	<ul style="list-style-type: none">To effectively manage, develop and lead projects in a technically complex and litigious environment which is dynamic



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	<ul style="list-style-type: none"> • Able to challenge existing policies, practices and methods of service delivery whilst establishing effective working relationships with stakeholders at all levels, within the organisation and with partners
	<ul style="list-style-type: none"> • Able to analyse, assess and advise on scope of options for Procurement change and improvement
	<ul style="list-style-type: none"> • Able to demonstrate leadership, creativity, innovation and radical thinking in applying solutions for the benefit of Coventry Citizens and end users.
	<ul style="list-style-type: none"> • Able to demonstrate excellent customer awareness and customer care in the delivery of services.
	<ul style="list-style-type: none"> • Proven and effective leadership, management skills and able to work credibly at a senior level.
	<ul style="list-style-type: none"> • Able to manage complex projects to time, budget and to high quality.
	<ul style="list-style-type: none"> • Able to deputise for the Head of Procurement at short notice where required

Experience:	<ul style="list-style-type: none"> • Substantial (minimum of 5 years) experience of procurement at a senior level in the public sector or a large complex organisation, including extensive experience of managing high value complex projects
	<ul style="list-style-type: none"> • Substantial experience of working in collaborative procurement environments, e.g. with cross sector partner organisations, ensuring highly developed strategic and operational relationships and partnerships with suppliers/providers
	<ul style="list-style-type: none"> • Experience of managing significant organisational culture change, leading change programmes and being a corporate advocate for procurement development.
	<ul style="list-style-type: none"> • Experience and proven track record in conducting complex negotiations in a commercial environment, identifying and negotiating supplier performance milestones and in monitoring performance whilst developing and building successful relationships at senior levels with officers, members, contractors and providers
	<ul style="list-style-type: none"> • Substantial experience of implementing Contract Management and Social value principles to a wide range of contracts.
	<ul style="list-style-type: none"> • Experience of delivering innovative procurement solutions across a range of market sectors including a track record of delivering savings and efficiencies in procurement projects

Educational:	<ul style="list-style-type: none"> • Graduate in any discipline or relevant experience (– e.g. senior manager with a minimum of 5 years proven Procurement experience in a similar complex organisation. Excellent numerical, verbal and written skills
	<ul style="list-style-type: none"> • Evidence of professional membership of the Chartered Institute of Procurement & Supply (MCIPS) to level 6 or above
	<ul style="list-style-type: none"> • Evidence of commitment to continued personal and professional development including training or experience in the principles of contract management

Special Requirements:	Committed, tenacious, enthusiastic and confident to meet demanding objectives and deliver results.
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Date Reviewed: May 2021

Updated: May 2021