

## Job Description

<b>Job Title</b>	Social Value Manager
<b>Directorate</b>	Finance & Resources
<b>Service Area</b>	Commercial Procurement Unit
<b>Grade</b>	9
<b>Competency Level</b>	2
<b>Salary</b>	£48,474 - £53,577
<b>Job Type</b>	Hybrid
<b>Location</b>	Cunard Building
<b>Disclosure and barring service (DBS)</b>	N/A
<b>Job Evaluation Ref No</b>	A8967

## Job Purpose

The Procurement Social Value Lead is a critical role within our organisation, responsible for reviewing and recommending approaches to enhance the delivery of social value and supporting Council Policy through procurement. This role involves providing guidance on the assessment and monitoring of supplier commitments related to social value, ensuring that our procurement processes align with our commitment to social responsibility and community impact.

## Directly Responsible For:

N/A

## Directly Responsible To:

Senior Policy & Performance Manager

## Main Areas of Responsibility:

- Horizon scan the latest thinking on Social Value and how it is maximised in Local Government and engage with relevant stakeholders to further develop effective models, methodologies and long-term plans for supporting and embedding social value delivery.
- Conduct comprehensive reviews of our existing procurement processes to identify opportunities for enhancing social value delivery.
- Collaborate with cross-functional teams to define social value objectives and integrate them into our procurement strategy.
- Work closely with the procurement team to develop tender documents that include clear and measurable social value requirements including KPI's and associated commitments.
- Ensure that social value considerations are embedded into all aspects of the tendering process, from pre-qualification to contract award.
- Engage with suppliers to educate them on our social value expectations and requirements.
- Collaborate with suppliers to develop proposals that align with our social value objectives, encouraging innovative solutions.
- Monitor delivery of Social Value KPI's and commitments.
- Regularly review and report on the delivery of social value by our suppliers, identifying areas for improvement and recommending corrective actions.

- Provide guidance and training to internal stakeholders involved in the procurement process to ensure a deep understanding of social value principles that can be effectively applied.
- Develop and deliver presentations where appropriate both externally and internally to a wide range of stakeholders including Elected Members, Executive Leadership Team, Council Officers, suppliers and providers and be expected to change the style and content as appropriate to the audience.
- Offer support to colleagues in evaluating and scoring social value proposals during the tender evaluation phase.
- Collaborate with external stakeholders such as SME's, local communities and social enterprises to explore opportunities for partnerships and social value collaboration.
- Maintain accurate records of social value achievements and improvements, producing regular reports for Corporate Management Team and all relevant stakeholders.
- Support the authoring and updating of related policy.

## **Supervision and Management Responsibility:**

- N/A

## **Budget and Financial Responsibility:**

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact.

## Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities.

## Physical Demands of the Job:

N/A

## Corporate Responsibility:

- Contribute to the delivery of the Council Plan.
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement.
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance.
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan.

## Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level – Competency Level 2

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

# Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

## Qualification and training

### Essential

- Degree in a relevant field (e.g., Business, Social Sciences, Sustainability) or equivalent experience [A,I]

### Desirable

- Professional certification in procurement (e.g., CIPS)

## Experience

### Essential

- Proven track record of implementing social value initiatives, as well as recording, measuring, and reporting on the outcomes in a procurement context. [A,I]
- Experience in developing and managing supplier relationships. [A,I]
- Experience of conducting local government or other public sector procurement. [A,I]
- Experience of successfully working with senior managers and stakeholders to develop and deliver organisational-wide frameworks, strategies and/or policies. [A,I]

## Desirable

- Minimum of 5 years of experience in procurement, with a focus on social value or sustainability.

## Skills/Abilities

### Essential

- Strong understanding of procurement processes and principles. [A,I]
- Familiarity with social value measurement frameworks and tools. [A,I]
- Excellent project management skills with the ability to manage multiple tasks simultaneously and autonomously when required. [A,I]
- Exceptional communication and negotiation skills. [A,I]
- Analytical mindset with the ability to interpret data, draw actionable insights and develop innovative solutions to complex problems. [A,I]
- Proficiency in Microsoft Office suite and procurement software. [A,I]

### Desirable

- Ability to facilitate change and transformation, developing productive and collaborative ways of working with colleagues and stakeholders, leading and motivating others to achieve continuous improvement.

## Commitment

### Essential

- Passion for social responsibility and sustainability. [A,I]
- Self-motivated and able to work independently. [A,I]

- Collaborative team player with strong interpersonal skills. [A,I]
- Attention to detail and a commitment to accuracy. [A,I]

## Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council
- A clear commitment to equality & diversity

## Other

### Desirable

- A sound understanding of current political and economic issues and how these relate to procurement within local government.