

Job Description

Job Title	Finance and Procurement Process Area Design Lead
Directorate	Finance and Resources
Service Area	Finance and Procurement
Grade	Grade 9
Competency Level	2
Salary	£51,356 - £56,673
Job Type	Hybrid
Location	Cunard Building
Disclosure and barring service (DBS)	Not Required
Job Evaluation Ref No	A9991

Job Purpose

Each Process Area Lead will own the Enterprise Resource Project (ERP) design of the areas they are responsible for, working closely with our implementation partner and wider programme team to ensure we deliver the best possible solution for the Council.

The post holder will be the key decision maker for a specific area, attending workshops and completing the detailed design of the system. They will be



responsible for validation of the build and ensuring it aligns to our high-level design and meets the business requirements.

Directly Responsible For:

Not applicable

Directly Responsible To:

Finance and Procurement Lead

Main Areas of Responsibility:

1. ERP Design Ownership

- Lead the end-to-end design of ERP processes within assigned functional areas
- Ensure alignment with the Council's strategic goals and high-level design principles
- Translate business requirements into effective ERP solutions

2. Stakeholder Collaboration

- Work closely with the ERP implementation partner to co-develop system solutions
- Liaise with internal stakeholders to gather input, validate requirements, and ensure buy-in
- Act as the primary point of contact for design decisions within their process area

3. Workshop Participation & Decision-Making

- Attend and actively contribute to design workshops and configuration sessions
- Make timely and informed decisions to guide the direction of the ERP solution



- Resolve design-related issues and escalate risks or conflicts when necessary

4. System Design & Documentation

- Complete detailed design documentation for assigned process areas
- Ensure all design outputs are clear, comprehensive, and aligned with programme standards
- Maintain traceability between business requirements and system configuration

5. Build Validation & Quality Assurance

- Review and validate system build against agreed design specifications
- Identify gaps, inconsistencies, or deviations from the intended solution
- Ensure the final solution meets functional needs and is fit for purpose

6. Change Management & Continuous Improvement

- Support change impact assessments and contribute to training and transition planning
- Recommend improvements and enhancements based on design experience and feedback
- Champion best practices and drive continuous improvement within their area

Supervision and Management Responsibility:

- Quality checking and task allocation but there are no supervisory or line management responsibilities in this post
- Will be responsible for supporting the upskilling and development of more junior roles within the workstream over the duration of the programme

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 of budget/financial responsibility and what this budget should be used for

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:

- You will be required to sit stationary and use a computer for a sustained period of time

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: **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

- Relevant professional qualification or equivalent experience, business analysis, or project delivery (A/I)
- Additional certifications in ERP platforms (e.g., Oracle, SAP, Workday) or equivalent experience (A/I)

Experience

Essential

- Proven experience in leading ERP design (or similar system) and implementation within a complex organisation (A/I)
- Strong understanding of business processes in one or more functional areas (e.g., Finance, HR, Procurement, Payroll) (A/I)
- Demonstrated ability to translate business requirements into system design and configuration (A/I)
- Experience working with ERP implementation partners and cross-functional programme teams (A/I)
- Familiarity with validation and testing of ERP solutions against design specifications (A/I)
- Knowledge of change management principles and how ERP impacts business operations (A/I)

- Experience and understanding of LCC current and desired future ways of working for your areas of responsibility (A/I)
- Demonstrated ability to coordinate with multidisciplinary teams and clients (A/I)

Desirable

- Knowledge of the high-level future design to date and our Council ambition
- Experience in a similar design leadership role
- Experience working in a programme setting
- Awareness of sustainable design practices and environmental considerations

Skills/Abilities

Essential

- Excellent analytical and problem-solving skills, with attention to detail (A/I)
- Strong decision-making capability, especially in high-pressure or time-sensitive environments (A/I)
- Ability to lead workshops, facilitate discussions, and drive consensus among stakeholders (A/I)
- Skilled in documenting complex processes and system designs clearly and accurately (A/I)
- Effective communication skills, both written and verbal, with the ability to engage technical and non-technical audiences (A/I)
- Ability to manage competing priorities and deliver high-quality outcomes to deadlines (A/I)
- Strategic thinking with the ability to manage competing priorities and deliver results under pressure (A/i)

- Familiarity with public sector policies, including safeguarding and equality frameworks (A/I)
- Ability to demonstrate Policy Guidance (A/I)

Commitment

Essential

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council (A/I)