

## Job Description

<b>Job Title</b>	Senior Procurement Business Partner
<b>Directorate</b>	Finance and Resources
<b>Service Area</b>	Commercial Procurement Unit
<b>Grade</b>	12
<b>Competency Level</b>	3
<b>Salary</b>	£68,419 - £75,869
<b>Job Type</b>	Agile
<b>Location</b>	Cunard Building
<b>Disclosure and barring service (DBS)</b>	Not required
<b>Job Evaluation Ref No</b>	

## Job Purpose

To strategically manage, lead and influence defined areas of spend within LCC for all aspects of procurement and demand management. To work alongside Directorates to support/influence procurement strategies and pipelines of procurement activity to deliver maximum value.

### Directly Responsible For:

Staff as directed

## Directly Responsible To:

Head of Procurement & Contracts

## Main Areas of Responsibility:

### Central mechanics of the role:

- To provide a Senior Business Partner approach to develop and lead specific procurement strategies and a sourcing programme for defined LCC areas of spend
- To engage with Corporate Directors and Directors to understand Directorate strategies and objectives whilst being responsible for delivery of projects on time and within defined budgets
- To engage with Corporate Directors and Directors to plan and develop effective procurement pipelines aligned to designated Directorate/s
- To effectively identify and mitigate procurement risks or issues implementing measures to enhance risk management in the delivery of all procurement activity within the designated Directorate/s
- To provide comprehensive, relevant and high value insight into all procurement and commercial aspects of specific spend areas
- To identify and deliver cost/efficiency savings, including Directorate budget savings, together with Social Value and other efficiencies within LCC contracts where appropriate. This with the single aim of developing a better deal for LCC, service users and local taxpayers
- To drive contract compliance across LCC, pursuing procurement excellence through implementation of efficient and effective procurement
- To lead the development of high value relationships with suppliers to LCC enabling the council to maximise the value it extracts from its commercial relationships

- To be pro-active in working with and supporting colleagues across the CPU to develop the potential for a stronger local supplier market ensuring that more spend, where appropriate, is directly leveraged into the local economy
- To provide clear leadership and support to procurement direct reports enabling them to achieve delivery of objectives/targets whilst improving performance and efficiency
- To ensure that internal stakeholders can achieve Directorate objectives with procurement support where required
- To be competent on all available technology related to the role and to undertake system duties commensurate with the grade
- To ensure organisational stakeholder “sign off” of all prioritised key category workplans ensuring integrated planning across local, regional and national strategies
- To ensure the effective management of procurement projects from initial scoping to contract award in accordance with all relevant legal frameworks, Local Authority Contract Standing Orders and Commercial Procurement Unit governance processes
- To support performance management against targets to enable reporting to the Head of Procurement & Contracts, Director of Procurement & Contracts, Corporate Management Team and Members
- To support the construction and tracking of performance measures at regular intervals against Social Value and general Key Performance Indicators within specific contracts
- To ensure effective and productive relationships with key stakeholders and other purchasing professionals to enable key management decisions to be made
- To identify and ensure that support activities are established to enhance professional expertise and support whilst embedding a change management culture

- To participate in relevant training and continuous professional development to continually refine skills and develop personal competence
- To add value in all aspects of your work, in line with the stated direction and values of Liverpool City Council
- At all times to act as an ambassador for both Liverpool City Council and the city of Liverpool through your expertise, experience, enthusiasm and general demeanour
- The curiosity to tackle new and old challenges with a desire to succeed

## **Supervision and Management Responsibility:**

- Ensuring activities are planned to include meaningful one to one conversations, quality annual appraisals and regular workforce planning and development
- Manages performance and behavioural issues effectively

## **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.
- Monitor financial performance and deliver within budget
- Monitor financial performance, deliver within budget and seek savings and efficiencies by exploring opportunities to draw funding where appropriate
- Set, monitor, and remain within budget whilst challenging the team to deliver increased efficiencies
- Explores different options for funding and income generation

## **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:**

- This post is a combination of office work and field work. It will involve sitting for long periods of time and a requirement to travel to meet service needs

## **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 3**.

[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

- Member of Chartered Institute of Purchasing & Supply (MCIPS) or Professional qualification relating to commercial procurement (A)

### Desirable

- Management level qualification
- Evidence of on-going personal development

## Experience

### Essential

- Experience of managing procurement teams, managing individual performance against targets, team working, delegation and empowerment (A,I)
- Demonstrable evidence of managing individual complex categories of spend in an organisation of similar complexity and pace (A,I)
- Evidence of the development and sustaining of strong working relationships with internal clients and evidence of successful management of demand (A,I)
- Track record of the ability to deliver against targets (A,I)
- Significant and proven experience of leading change management (A,I)
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## Desirable

- A track record of service improvement in a commercial procurement environment
- Senior specialist commercial/industry experience in purchasing and supply in a senior management role
- Significant experience and understanding/application of strategic sourcing
- Methodologies
- Experience in resolving queries/problems and ability to persuade/influence people
- Experience of project managing complex procurement activities from initial planning to contract award
- Experience of building collaborative partnerships
- Experience in challenging the norm and encouraging others to think “outside of the box” and seek creative and effective solutions
- Experience of working with suppliers to improve products or services whilst delivering quality, innovation and Social Value

## Skills/Abilities

### Essential

- Advanced procurement knowledge including negotiation skills, strategic sourcing methodology, contract law and dispute resolution, statistical and data analysis, EU and UK procurement legislation (A,I)
- A sound understanding of the Public Services (Social Value) Act 2012 (A,I)
- An ability to manage across complex partnerships/relationships (A,I)
- Effective oral and written communication skills to all levels of staff (A,I)



## Desirable

- A good understanding of key and emerging issues within local government procurement and the processes which underpin procurement
- A track record of dealing with senior internal clients and an ability to influence the key relationships which enable better performance
- A sound understanding of Local Authority Contract Standing Orders
- Experience of key and emerging issues relating to e-procurement, e-tendering and e-sourcing mechanisms
- Clear evidence of building and developing high performing teams

## Commitment

### Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council