

Job Description

Job Title	Procurement Buying Service Manager
Directorate	Finance & Resources
Service Area	Commercial Procurement Unit
Grade	9
Competency Level	2
Salary	£48,474 - £53,577
Job Type	Hybrid
Location	Cunard Building
Disclosure and barring service (DBS)	Not applicable
Job Evaluation Ref No	

Job Purpose

The role will manage and support a team responsible for lower value (at a defined monetary value), less complex procurement activity that will deliver value and compliance through lean process and procedure. To support Procurement Business Partners and their stakeholders with robust procurement direction and advice. This will include advising and embedding best procurement practices, planning and executing strategy, managing suppliers, and promptly escalating of risks or issues.

To engage proactively with local markets, SME and VCSE organisations to drive Social Value Policy and outcomes.

Directly Responsible For:

Procurement Support Officers

Directly Responsible To:

Head of Procurement & Contracts

Main Areas of Responsibility:

The post holder has the following responsibilities:

- Identify and establish relationships with suppliers or vendors who can provide the required goods or services at a competitive price for low-value procurements
- Negotiate favourable terms and prices with suppliers to ensure cost-effectiveness while maintaining quality standards
- Ensure that all procurement activities comply with relevant legal frameworks, procurement strategy, relevant policy and LCC Contract Standing Orders
- Maintain accurate and detailed records of procurement transactions, including contracts, purchase orders, and invoices
- Assess and mitigate risks associated with low-value procurements, such as supply chain disruptions, quality issues, or delivery delays
- Identify opportunities to streamline and improve the efficiency of the procurement process for low-value items
- Work within budget constraints to achieve cost savings and avoid unnecessary expenditures

- Collaborate with internal stakeholders to understand their procurement requirements and ensure contract compliance.
- Maintain intelligence about market trends, supplier capabilities, and industry best practices to make informed procurement decisions.
- Implement continuous improvement initiatives to enhance the overall effectiveness of the procurement function.
- Planning, developing and executing procurement strategies that secure best value
- Working in partnership with council services, and quality assurance of their inputs to the procurement process
- Ensuring compliance with procurement regulations, the council's constitution and relevant policies
- Engaging with suppliers as part of procurements and soft market testing

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

- Explores different options for funding and income generation
- Include details of the value of budget/financial responsibility and what this budget should be use 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:

- 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 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

- A member, working towards or a commitment to be a Member of Chartered Institute of Purchasing & Supply (MCIPS) or Professional qualification relating to commercial procurement (A)

Desirable

- Management level qualification (A)
- Evidence of on-going personal development (A)

Experience

Essential

- Demonstrable evidence of managing individual complex categories of spend in an organisation of similar complexity and pace (A/I/P)
- A track record of service improvement in a commercial procurement environment (A/I)
- Evidence of the development and sustaining of strong working relationships with internal clients and evidence of successful management of demand (A/I/P)

- Demonstrable experience and understanding/application of strategic sourcing methodologies (A/I/P)
- Experience of managing complex procurement activities from initial planning to contract award (A/I/P)
- Track record of delivery against targets (A/I/P)
- Experience of working with suppliers to improve products or services whilst delivering quality, innovation and Social Value (A/I/P)

Desirable

- Experience in problem solving and influencing people

Skills/Abilities

Essential

- Demonstrable procurement knowledge including negotiation skills, strategic sourcing methodology, contract law and dispute resolution, statistical and data analysis, Public Contract Regulations and all related legal frameworks (A/I/P)
- A good understanding of key and emerging issues within local government procurement and the processes which underpin procurement (A/I)
- A track record of dealing with senior internal clients and an ability to influence the key relationships which enable better performance (A/I/P)
- A sound understanding of Local Authority contract Standing Orders (I)
- A sound understanding of the Public Services (Social value) Act 2012 (A/I/P)
- An ability to manage across complex partnerships (A/I/P)

Desirable

- Experience of key and emerging issues relating to e procurement, e tendering and e sourcing mechanisms (A/I/P)
- A sound understanding of Local Authority contract Standing Orders (A/I/P)

Commitment

Desirable

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

Other

Desirable

- A sound understanding of current political and economic issues and how these relate to procurement within local government
- A clear commitment to equality and diversity