

Job Description

Job Title	Senior Procurement Policy & Performance Manager
Directorate	Finance & Resources
Service Area	Commercial Procurement Unit
Grade	11
Competency Level	2
Salary	£60,332 - £66,750
Job Type	Hybrid
Location	Cunard Building
Disclosure and barring service (DBS)	Not applicable
Job Evaluation Ref No	A9106

Job Purpose

The Commercial Procurement Unit supports the council to comply with regulations and achieve best value for money in all procurements of goods, works and services, and management of suppliers.

The Policy, Performance and Data team will manage and maintain the data and systems used to support procurement and contract management. The team will also lead of development of policy that supports the council to improve its procurement

practices. As the leader you will manage a team responsible for the delivery of policy, performance and technology support as required by the Commercial Procurement Unit and wider council.

Directly Responsible For:

Procurement Systems & Data Manager, Social Value Manager, Performance & Contracts Managers, Procurement Systems & Data Support Officer.

Directly Responsible To:

Head of Procurement and Contracts

Main Areas of Responsibility:

The Senior Policy, Performance and Data Manager is responsible for the following main areas:

- Coordinating and supporting their team to manage the policy, performance and data required for procurement and contract management including development, review and update
- Communicate and collaborate with cross-functional teams to assess the impact of policy changes on various business units
- Ensure policies align with legal and regulatory requirements
- Write and communicate procurement related policy updates and assess impact to senior management and key stakeholders
- Owning and driving a programme of improvement in procurement processes and practices through changes to policy, performance management and systems/technology
- Setting, championing and embedding best procurement practices including Ethical Procurement and Social Value
- Developed and implemented performance measurement frameworks to evaluate procurement and contract management effectiveness

- Conducted regular performance reviews, identifying areas for improvement and implementing corrective actions
- Embed and analyse key performance indicators (KPIs) and provide actionable insights to enhance operational efficiency
- Co-ordinating and facilitating training sessions to enable a performance culture within procurement and contract management activity across the organisation

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.

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 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

- Business degree in a relevant field (e.g., Business, Public Administration, Data Science) (A/I)
- Proven experience in policy development, performance management, and data analysis (A/I)
- Strong understanding of regulatory requirements and compliance issues (A/I/P)
- Excellent analytical and problem-solving skills (A/I/P)
- Proficiency in data visualisation tools and techniques (A/I/P)
- Strong communication and interpersonal skills (A/I/P)
- Detail-oriented with a focus on accuracy and quality (A/I)
- Evidence of on-going personal development (A/I)

Desirable

- 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
- Management level qualification

Experience

Essential

- Experience of Policy Development in a procurement background including Social Value & Ethical Procurement (A/I/P)
- Experience of Systems, Data Analysis & Performance metrics (A/I)
- Extensive Stakeholder Engagement experience in a similar environment (A/I)
- Project Management (A/I)
- Strategic Planning (A/I)
- Experience of working collaboratively in a cross-functional environment (A/I)
- Experience of developing and implementing policy changes (A/I)
- Experience of delivering programmes of improvements / business change within a public sector organisation (A/I)
- Experience of managing small teams (A/I)
- Experience of working with a range of stakeholders including senior leaders within a public sector organisation (I)

Desirable

- Experience of working in a procurement or contract management environment
- Experience of owning a line of business system and/or managing technology suppliers

Skills/Abilities

Essential

- Demonstrable knowledge and understanding of key and emerging issues within local government procurement and the processes which underpin contract management in the public sector (I)

- A track record of communicating with senior internal clients and an ability to influence the key relationships which enable better performance (I)
- An ability to lead on complex projects and take charge of complicated internal relationships (I)
- An ability to manage teams of officers to both manage support services and deliver continuous improvement (A/I)

Desirable

- Experience delivering technology enabled business change within an organisation

Commitment

Desirable

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

Desirable

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