

Job Description

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| Job Title | Procurement Systems & Data 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 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 Systems, Data & Information Manager will manage all aspects of data related to procurement performance including Key Performance Indicators and all related

systems utilised by the CPU including those used to support procurement and contract management.

The role will develop procurement intelligence from a range of data sources through business analysis, cost modelling, reporting and performance analysis to inform procurement decisions and develop a commercial procurement offer. It will support performance improvement, business needs and customer expectations.

The role will support the development and management of systems used by the CPU and wider council to procure and manage suppliers. This will include implementing technology-enabled programmes of improvement, developing the support required by users of these systems and acting as a point of contact for any officers using them. You will also support the CPU to adopt robust information management practices.

Directly Responsible For:

Not applicable

Directly Responsible To:

Head of Policy, Performance & Data

Main Areas of Responsibility:

As the Systems, Data & Information Manager you will be responsible for supporting the technology used by the CPU and council for procurement and supplier management. This will also include data and information that will be needed by the CPU to operate effectively and report on various performance metrics. This will involve the following responsibilities:

- To partner with key procurement and business partners to determine their business needs and provide meaningful data to inform procurement decisions and assist in the development of innovative procurement and category management strategies, policies and processes
- Proactively identify, manage and deliver advice on political, commercial, contractual, operational, financial, reputational, ethical and supply chain risks to meet organisational obligations and maximise business opportunity
- Identify and utilise the most appropriate analytical tools, techniques and systems to analyse and interpret a wide range of supplier and organisational information to develop reports, forecasts and advice to inform and support procurement planning and decision making
- Research and analyse supply markets to determine market segmentation, trends, issues, maturity, risks and relative organisational position to identify opportunities and inform sourcing strategies
- To develop, assess and provide reports for the effective management of contract and supplier performance and to report on the benefits being delivered.
- To support the category teams in identifying and shaping business opportunities with third parties including Liverpool City Region schools.
- To create reports to high standards that will assist the CPU and its customers including the Category Management, Contract and Accounts Payable teams
- To monitor and assist the CPU and frontline services with the measurement and reporting of Social Value impact in LCC contracts.
- To monitor and assist the CPU and frontline services with the measurement and reporting of KPI and contract management performance indicators
- To monitor, assist and troubleshoot reporting issues as and when required.
- To monitor and report category management and wider procurement performance targets.

- To support the development of spend analytics capability and associated reporting within the Commercial Procurement Unit.
- To create and maintain relevant documentation aligned to spend analytics and other intelligence platforms.
- To identify and promote new technologies and pilot their use in association with relevant stakeholders within the organisation
- To handle appropriately the use of confidential authority (and partners) spend information
- To have a first class working knowledge and be responsible for the performance and maintenance of all procurement and contract management related systems including optimal system capability
- To identify and facilitate all system training needs both within the CPU and wider authority
- Development and delivery of support for system users (e.g. training, user manuals, etc.)
- To have a good working knowledge of Office 365, Microsoft Teams, Power Automate, Power Query and Sharepoint.
- To have advanced working knowledge of Microsoft Excel and SAP.
- To identify and participate in all aspects of training and development both procedural and system based.
- To promote best practice in the functions of the Service, to prioritise workload and meet deadlines.
- To use all relevant learning opportunities to improve personal skills so as to improve effectiveness and efficiency of service delivery
- To ensure the integrity of financial transactions and use of financial systems in accordance with the contract standing orders and financial regulations of the authority

- To provide transformation project support with respect to finance and procurement systems where required.
- To act as divisional lead for Freedom of Information requests including assessment, re-assignment and response as appropriate.
- To provide ad-hoc audit support –both internal and external (including statutory responses)
- To produce monthly, quarterly and annual transparency reports
- Liaising with system suppliers (potentially both internal and external)
- Acting as a first point of contact for any users with queries about the systems managed by the service
- Operating feedback and continuous improvement mechanisms for system support
- Delivery of technology-enabled change to support improved procurement and contract management practices

Supervision and Management Responsibility:

- This post will be responsible for the supervision of the Systems & Data Support Officer

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:

- 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

- A relevant IT qualification such as ITIL Foundation or Practitioner Level (A)

Desirable

- Qualification relating to commercial procurement or equivalent
- Evidence of on-going personal development

Experience

Essential

- Project Management (A/I)
- General IT support and Troubleshooting (A/I)
- Handling confidential financial data (A/I)
- Evidence of supporting procurement/commercial teams with key statistics and reports (A/I)
- A good understanding of the nature of procurement services along with the ability to build and sustain the relationships to enable it to be managed effectively (A/I)

- Experience of delivering programmes of improvements / business change within a public sector organisation (A/I)
- Experience of working with a range of stakeholders within a public sector organisation (I)

Desirable

- Experience of Local Authority or Public Sector data sources
- Experience of participation in procurement activity and commercial relationships in a public sector environment

Skills/Abilities

Essential

- Strong analytical and problem solving skills (A/I)
- Advanced Atamis (or other contract management related systems), Excel & SAP knowledge/skills (A/I)
- A track record of effective communication to all levels, including Senior Management, and the ability to build and foster effective working relationships (A/I)
- Some knowledge and understanding of key and emerging issues relating to procurement, contract management and accounts payable within a Local Government environment (A/I)
- Knowledge and understanding of technology and its role in supporting public sector organisation is delivering services (I)
- Understanding of information and performance management best practices and standards (I)

Desirable

- Knowledge of Office 365, Microsoft Teams, Power Automate, Power Query and Sharepoint.
- Data cleansing and data quality (A/I)
- Presentation of analysis and generation of supporting reports (A/I)
- Understanding of IT service development and delivery concepts such as ITIL (I)

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/I)
- A clear commitment to equality and diversity (I)