



Job description	
Job title	Procurement Manager
Grade	P
Directorate	Resources
Section/team	Procurement Team
Accountable to	Scrutiny and Procurement Manager
Responsible for	7 x Officers in Procurement Team
Date reviewed	January 2021

Purpose of the job

Under the general direction of the Service Head (Scrutiny and Procurement Manager), the Procurement Manager will be responsible for leading and managing the Council's procurement function, involving the implementation of best practice and the development and implementation of innovative strategies and procedures to ensure the achievement of value for money across the Council.

In this respect, the post holder will take the lead in providing expert, professional advice on all procurement activity within the Council, as well as guiding and influencing staff at senior levels to establish and implement strategic procurement initiatives.

Duties and responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

1. Team Management

- To direct and lead the procurement team in order to facilitate the delivery of the Council's corporate plan through excellent procurement at all stages, ensuring effective joint working with other services in the Council and beyond where this adds value.
- To line manage staff in the procurement team in respect of their specific duties relating to identified functions and areas of expenditure, overseeing workloads and allocating tasks accordingly.



- To conduct the performance management of team members, setting objectives and targets and identifying opportunities for the development of knowledge of procurement and wider commercial issues as well as encouraging continuous professional development.
- To oversee the involvement of the procurement team in specific Council projects, initiatives and implementation groups, involvement in multi-disciplinary teams both within and outside the Council.

2. Compliance

- To ensure that council procurement is undertaken in line with agreed procedures, thresholds and authorisation levels and with approved tendering and contract arrangements, through provision of formal training on best practice, legal requirements, procurement systems and processes.
- To ensure that the Council's procedures comply with, and take account of, all relevant legislation including commercial and public procurement legislation (incorporating relevant provisions following the UK's exit from the EU).
- To provide for continuous improvement in the level of influence exerted by the procurement function on the Council's non-pay spend and in adherence to the concept of total cost management.
- To be responsible for leading the delivery of a single co-ordinated strategic procurement approach and all associated systems and corporate procedures for the Council, all services and partner agencies as required with common processes, formats, methods and communications.

3. Strategy and Planning

- To develop an overall approach to strategic procurement across the Council including development of the Council's supply chain in partnership with other public sector organisations.
- To ensure a consistent and high quality approach to strategic procurement and contract management for the council, including market engagement to develop supply chains to meet the changing demands of commissioners and the residents of the Borough.
- To ensure that procurement policy, rules and procedures are applied in a way that support the delivery of the Council's corporate plan and the Knowsley Partnership's 2030 strategy so as to allow the Council to demonstrate the value added through effective procurement and contract management.



- To develop, lead and review the Council's approach to category management through ensuring the development and delivery of category strategies, identifying synergies and delivering efficiencies in the way that the Council procure goods, services and works.
- To ensure that procurement plans and category plans have efficient risk monitoring, mitigation and escalation processes in place and is applied correctly across all procurement and contract management activity.
- To ensure that procurement projects are delivered to time, cost and quality targets and the benefits/efficiencies to be realised are captured and reported.

4. Performance Monitoring and Analysis

- To ensure the provision of robust analysis to the Service Head (Scrutiny and Procurement Manager) and senior management on a range of key performance measures and risks in relation to procurement activity and contract management.
- To ensure that the council is able to evidence how the strategic procurement and category management approach is supporting SMEs and local businesses.

5. Financial Management

- To be responsible, under the general direction of the Scrutiny and Procurement Manager for:
 - overseeing any budget or other resources dedicated to supporting the delivery of the council's procurement function.
 - making recommendations for improved budget utilisation in relation to procurement.
 - adhering at all times to the Council's scheme of delegation, financial regulations and standing orders.

6. General

- To support the Scrutiny and Procurement Manager by monitoring and responding to national and local developments, including legislation, regulations and statutory guidance relating to procurement to facilitate the service's development and improvement.
- To deputise for the Scrutiny and Procurement Manager, where deemed appropriate.



- To carry out such other duties as may be directed by the Scrutiny and Procurement Manager.
- To ensure that the Council's equal opportunities policies are applied and maintained within the service.

Health and safety

- To ensure suitable and sufficient risk assessments are carried out taking into account employees' capabilities.
- To use equipment as instructed and trained.
- To inform senior management of any health and safety issues which could place individuals in danger both internally and externally.

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy.
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference.
- Report actual or potential security incidents.

Knowsley Better Together – Staff Qualities

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities. Your line manager will discuss your behaviour with you, during your My Time and My Time Extra meetings.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.