

Job Title:	Head of Procurement
Grade:	DG7
Responsible to:	Director of Finance and Commercial Services
Responsible for:	Team of Senior Managers



Job Purpose

- Lead continuous transformational improvement in the Finance and Commercial Services(FCS) function of the City Council and support the council in its drive to achieve excellence.
- Develop and/or implement strategies and plans to improve financial management and commercially led decision making.
- Lead on development (as required) and implementation of policies and practices to ensure compliance with statutory and council financial, accounting and commercial regulations and best practice policies and processes.
- Promote and support the delivery of the council’s vision, aims and objectives and effective and efficient management of resources in the FCS function.

Duties and Responsibilities

Lead the Council’s Procurement and Insurance service to:

- Develop and/or implement strategies and plans to improve supply chain management and commercially led decision making.
- Provide leadership, direction, innovation and governance across the full range of the Council’s procurement, commercial, contract and supplier management activities to shape commercial opportunities, deliver financial savings, value for money and efficiency targets, whilst ensuring continuity and quality of supply.
- Manage and deliver a portfolio of services which are best practice, cost effective, achieve agreed targets and high customer satisfaction.
- Be the Council’s Procurement professional lead in the key areas allocated within the portfolio, providing advice, support and assistance both within the Council and externally.
- Oversee the Council’s Insurance team, ensuring both a cost effective Insurance provision for the Council – balancing cost and risk. Combine this with a robust but customer focussed claims management service.
- Be a full and proactive member of the Finance and Commercial services Leadership Team, taking responsibility for cross-departmental work as required. Promote the interests of the

Council and FCS with Government Departments, and agencies and professional bodies.
Deputise for the Director as required

- Work with the Director, other members of FCSLT and external organisations as required to ensure the continuing professionalisation and professional development of all members of the Finance and Commercial Services team.
- Work to diversify the skills of the team – removing single points of expertise / knowledge where possible, allowing team members to provide a broader range of services to our customers.

Strategic and Corporate Responsibility

As a Senior Manager of SCC, work to promote positive cultural change and a 'One Council' approach, embodying and promoting the values of the Council.

Participate in and contribute to key projects on corporate areas of activity involving Council-wide/cross-Portfolio strategies, which promote innovation and creativity in the provision of Council Services, leveraging your specialist skills and making contributions where you can.

Be aware of and implement best practice in service delivery at all times. Ensure that all relevant statutory duties within the purview of this post and across the Council (where applicable) are effectively discharged. Ensure that services are delivered in a customer focused way. Proactively engage in and receive constructive peer challenge to improve and develop services.

This is a senior post and you will be required to be flexible and responsive to unexpected demands. You may be required to undertake any other related duties and responsibilities as they arise from time to time, commensurate with the level of the post.

Reputation Management

Promote, protect, enhance and develop the reputation of the Council and the services for which the post holder is responsible by delivering real voice and choice to customers. Establish, develop and maintain effective and cooperative communication, working relationships and arrangements with all internal and external stakeholders. Ensure effective and proactive relationships with regional and governmental and professional bodies in the interests of Sheffield.

Optimise the potential of the service and to ensure that initiatives, strategies and policies are presented positively and ensure fair and equal access for our customers. Maintain consistently excellent standards throughout the services falling within the remit of the post.

Resource Management - Financial, Human, Physical

Be responsible for the effective management of all resources within a corporate context, ensuring that:

- Arrangements are put in place to ensure the service has a clear framework for ensuring compliance with the Council's Financial Regulations and Financial Policies.

- That the service business is conducted in a manner that meets the highest standards of financial management.
- The resources of the function are targeted at priorities and demonstrate value for money.

Ensure compliance with Financial Regulations and Standing Orders and maintain spending within approved levels. Manage the service budget (where applicable) and deliver value for money by diligent monitoring and efficient working practices.

Develop and implement a robust and sustainable management and staffing structure. Ensure the service's activities, duties and responsibilities are delivered in accordance with agreed Council policies and procedures, in particular equality of opportunity and health and safety. Ensure the cost-effective use of any physical or ICT resources allocated to the service.

Performance Management

Produce Business and Service Development Plans for the function and ensure that the plans are developed and implemented via a framework of customer and staff involvement.

Prepare service, business and development plans ensuring coordination and compliance with Council and directorate targets, building in strategies and measures for continuous improvement of service.

Conduct annual performance reviews in accordance with Council policy ensuring that all staff are clear about their performance objectives and have the necessary training and development to do their jobs.

Participate fully in, and contribute to, the Senior Leadership Team. Ensure the strategic plans and operation of the functions across the Council and in the SLT are efficient and deliver savings and value for money.

Establish and maintain standards and performance indicators for the management of the service together with the associated monitoring and reporting systems, ensuring these are actively communicated, promoted and implemented.

Develop and promote positive employee management to harness skills and abilities, develop potential, and increase motivation through effective performance management.

Maintain effective liaison with all functions within the service and Council Directorates. Create and manage a dynamic and successful function, which delivers services to enable the priorities of the administration and improves the quality of life for citizens in Sheffield.

This is a politically restricted post.

Should you be required as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English as required by the Immigration Act (2016).

Lead on Service Business Continuity Planning and ensure that your leadership team know this plan and can direct staff to follow the Business Continuity Plan. You will also support Directorate

Business Continuity as part of an on-call rota to provide co-ordination of critical incidents, should these occur.

To undertake all duties and responsibilities in line with current Council Policies and Procedures, including those relating to health and safety; equalities, diversity and inclusion; safeguarding procedures; financial instructions; procurement and commissioning.

To undertake any other duties in agreement with the post holder and manager. Significant changes that may affect the role and responsibilities of the post or the job description would be managed through an agreed process in consultation with the Trade Unions.

Issue date:

Person Specification

Minimum Essential Requirements	Assessment Method
Section One: Knowledge and Experience	
Significant procurement and commercial management experience in the context of a large and complex organisation	Application Form, Assessment and Interview
Experience of working within a highly regulated procurement and commercial management environment – public sector or similar	Application Form, Assessment and Interview
Sound understanding of current Procurement and Commercial regulations and practice.	Application Form, Assessment and Interview
Experience of working at senior level in cross-functional teams to progress corporate objectives. Produce board reports, briefings, presentations and correspondence and manage complaints.	Application Form, Assessment and Interview
Experience of successful involvement in and management of large scale or major projects.	Application Form, Assessment and Interview
Experience of leading and managing change whilst effectively motivating, empowering and generating commitment of employees. This is to include analysing and conceptualising problems, formulating and executing appropriate solutions and negotiating successful outcomes.	Application Form, Assessment and Interview
Experience of working effectively in a political environment, working with elected members and in cooperation with the public sector, third sector and private sector partners and stakeholders.	Application Form, Assessment and Interview
Evidence of success in establishing effective performance measures and a performance culture that has achieved significant outcomes for service users including children and young people.	Assessment and Interview
Section Two: Skills and Abilities	
Inspiring others – providing a powerful sense of purpose that energises others to deliver a changing agenda.	Assessment and Interview
External and customer focus – having a focus that is attuned to the national and regional agenda, understanding customers’ changing needs; working collaboratively by breaking down barriers with partners and internally between departments.	Application Form, Assessment and Interview

Managing organisational resources (financial, human and infrastructure) – running the business responsibly and assuring quality of service delivery.	Application Form, Assessment and Interview
Prepared to challenge constructively the current “as is” position and articulate the potential future opportunities.	Assessment and Interview
Excellent communication skills, including the ability to promote understanding to a variety of audiences using a variety of communication channels and media. This is particularly in relation to children, young people and families and influencing very senior stakeholders.	Assessment and Interview
Political judgement and skills in relationships and to be proactive in developing and maintaining constructive and ethical relationships.	Assessment and Interview
Ability to understand financial and legal/contractual information and to develop innovate strategies to maximise service provision within tight financial limits and to maximise funding available.	Assessment and Interview
Procurement systems and process knowledge, plus other relevant IT skills including word, excel, PowerPoint or equivalents and other systems	Assessment and Interview
Ability to work to deadlines and cope with pressures and setbacks.	Assessment and Interview
Ensure high professional standards are maintained and compliance with appropriate procedures and statutory requirements with evidence of continuous professional development.	Application Form, Assessment and Interview
Section Three: Qualifications	
Educated to at least degree level or demonstration of significant experience and/or a relevant qualification	Application Form
Section Five: Our Values	
People are at the heart of what we do	Assessment and Interview
Openness and honesty are important to us	Assessment and Interview
Together we get things done	Assessment and Interview

Health Risks Specification

Fitness to Work	Potential health risks: please add Yes or No against each risk
Working with computers	Yes
Working at heights	No
Confined spaces	No
Moving and handling includes people and objects	No

Vocational Health Checks	Potential health risks: please add Yes or No against each risk
Driver medicals, minibus, forklift trucks and HGV	No
Night Worker Questionnaires	No

School crossing warden	No
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Statutory Health Surveillance	Potential health risks: please add Yes or No against each risk
Exposure to excessive noise levels	No
Exposure to excessive vibration levels	No
Exposure to skin irritants	No
Exposure to respiratory irritants	No

