



**Post Title: Director of Procurement & Commercial**  
**Grade: SLMG 1**

### **Job Purpose – Vision & Strategy**

To create and drive the vision for the Commercial and Procurement Division, the Council and our city. To actively and effectively promote the Council's vision, values, aims, objectives and priorities to partners, national and local stakeholders, employees and Nottingham's citizens.

To be accountable for delivering on the Council Plans and to take a lead role in robust decision making through the promotion of good governance and effective options appraisals that balance financial risk and organisational ambitions and promises.

To support the Council to deliver its commercial strategy, deliver effective and consistent services, and ensure that products and services purchased from suppliers represent value for money.

### **Strategic Leadership Behaviour Expectations**

As a strategic leader and senior officer, you will be expected to demonstrate our core behaviours (*Please refer to the leadership expectations booklet*):-

- **Leading People:** by building high performing teams, empowering and motivating others and being a role model for the organisation and its values.
- **Equality Diversity & Inclusion:** To create and embed an organisation culture of respect and inclusivity in the services we provide and in the workforce that we engage.
- **Change & Innovation:** by driving changing and a culture of continuous improvement, exploring new and innovative ways to design and deliver services.
- **Collaboration:** by working across boundaries, building relationships, effective partnerships and creating joined up services to deliver the best services for the people of our city.

### **Specific Duties**

1. To provide visible and strategic leadership, direction, robust management and decision making to the Commercial and Procurement Division, including the following service areas:-
  - a. Procurement
  - b. Governance, Strategy and Insight
  - c. Commercial, Contracts and Company Governance
2. To understand and interpret the Council's vision, policy and direction, and the contribution that Commercial and Procurement can play. Ensure that strong working

relationships are developed by giving strong professional advice, speaking truth to power, and communicating policy and direction.

3. Demonstrating visible leadership in promoting and embedding Equality Diversity and Inclusion through all actions and in accordance with the organisation's EDI Strategy and objectives.
4. Contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities within your leadership role and championing this work through Commercial and Procurement Services.
5. To design, develop, lead and implement effective change initiatives to support the overall direction of the council and the continuous improvement of services
6. To ensure effective financial planning, budget management and control across all services across the division to support the development and delivery of the Council's medium-term financial plan and ensure effective arrangements for procurement and commissioning.
7. To apply the principles of good governance in the leadership, planning and management of the division to make effective decisions and work effectively with elected members within the Local Government framework and democratic process of the Council.
8. To ensure effective management of risk, business continuity, health and safety and emergency planning preparedness across the division.
9. To drive a performance focused ethos which focuses on the delivery and continuous improvement of effective services to resident and customers
10. To be responsible for the delivery an effective division which meets the needs of our citizens in the planning and delivery of services, achieved through effective customer and community engagement.
11. To work with the Councils Leadership Teams to define the Council's approach to commercial, procurement and contract management then oversee its delivery which ensures quality and value for the Councils and their Partners.
12. To oversee the development of advice, written reports and briefings relating to commercial, procurement and contract management activity to Members, the Councils Leadership, Programme Boards, Committees, MPs, and other stakeholders as required.
13. To lead the delivery of all commercial, procurement and contract management activity across the Council ensuring the effective and efficient delivery of the required outcomes and benefits.
14. To oversee the fulfilment of the governance requirements between council owned companies and arm's length companies through vehicles such as shareholder and partnership boards.
15. To provide leadership and oversight on the current and upcoming regulatory changes and own/advise NCC on appropriate mitigation of risk and policy and governance best practices.

16. To be accountable for building, deploying and embedding best practice methodologies and toolkits that supports consistent and quality delivery.

**This is a politically restricted post under the provision of Section 2(1) (c) of the Local Government Housing Act 1989**

All senior leaders are expected to:

- Undertake any other duties allocated by the Chief Executive
- Work outside of normal office hours where required
- Participate on an on-call Emergency Response rota if required
- Travel within and outside the city's boundaries when required.

**Person Specification: Director of Procurement & Commercial**

AREA OF RESPONSIBILITY	REQUIREMENT	MEASUREMENT		
		A	AC	D
<b>Vision, Strategy and Delivery</b>	Experience as a senior leader in a large and complex organisation with comparable scope, responsibilities, budget and resources.			
	Evidence of a successful track-record of creating compelling visions and successfully translating clear goals and objectives to deliver outcomes that make a positive difference.			
	Evidence of financial and commercial awareness with strong analytical skills and a creative approach to problem solving.			
<b>Leading People</b>	Evidence of successfully leading and motivating people and cultivating a culture that creates high performing people and services.			
	Evidence of planning for the future delivery of services, including the effective workforce planning for capacity and capability challenges.			
<b>Equality, Diversity and Inclusion</b>	Demonstrating a strategic understanding of equality, diversity and inclusion at every level and demonstrative experience in tried and tested methods to develop inclusive services within strategic partnerships.			
	Evidence of leading people and services to recognise, respect and value individual needs to achieve a culture of inclusivity.			
<b>Change and Innovation</b>	Evidence of leading major change programmes in a large diverse organisation, effectively engaging stakeholders			
	Evidence of success for creating innovative service delivery models that continue to provide efficient and effective services			
	Evidence of implementing rigorous project management approaches to ensure the best use of resources.			
<b>Collaboration</b>	Evidence of achieving successful partnership working variety of communities, partner organisations, private sector providers, Government, public agencies and statutory authorities.			
	Evidence of operating effectively and openly within the democratic process with the political acumen and skills to			

	develop productive working relationships with Councillors that commands respect, trust and confidence.				
<b>Role related requirements</b>	Extensive procurement and contract management experience at a senior level with demonstrable impact across the procurement and contract management cycle.				
	Proven track record of delivering against ambitious third party spend savings targets and helping public sector organisations achieve their outcomes.				
	Expert knowledge and understanding of procurement and contract management policy, practices, procedures and legislation.				
	Demonstrable commercial awareness and acumen, including an understanding of supply market dynamics and the influence of procurement and service delivery models on those markets.				
<b>Qualifications and CPD</b>	Full membership of the Chartered Institute of Purchasing and Supply (MCIPS) or an appropriate equivalent body. IACCM certification or equivalent qualification.				
	Degree or equivalent qualification in a relevant subject.				
<b>A - Application</b>	<b>AC – Assessment Centre</b>	<b>D – Documentary Evidence</b>			