

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Adult Care and Community Wellbeing (ACCW)

Job Ref Number: 04353

Service Area: Strategic Commissioning

Grade: G10

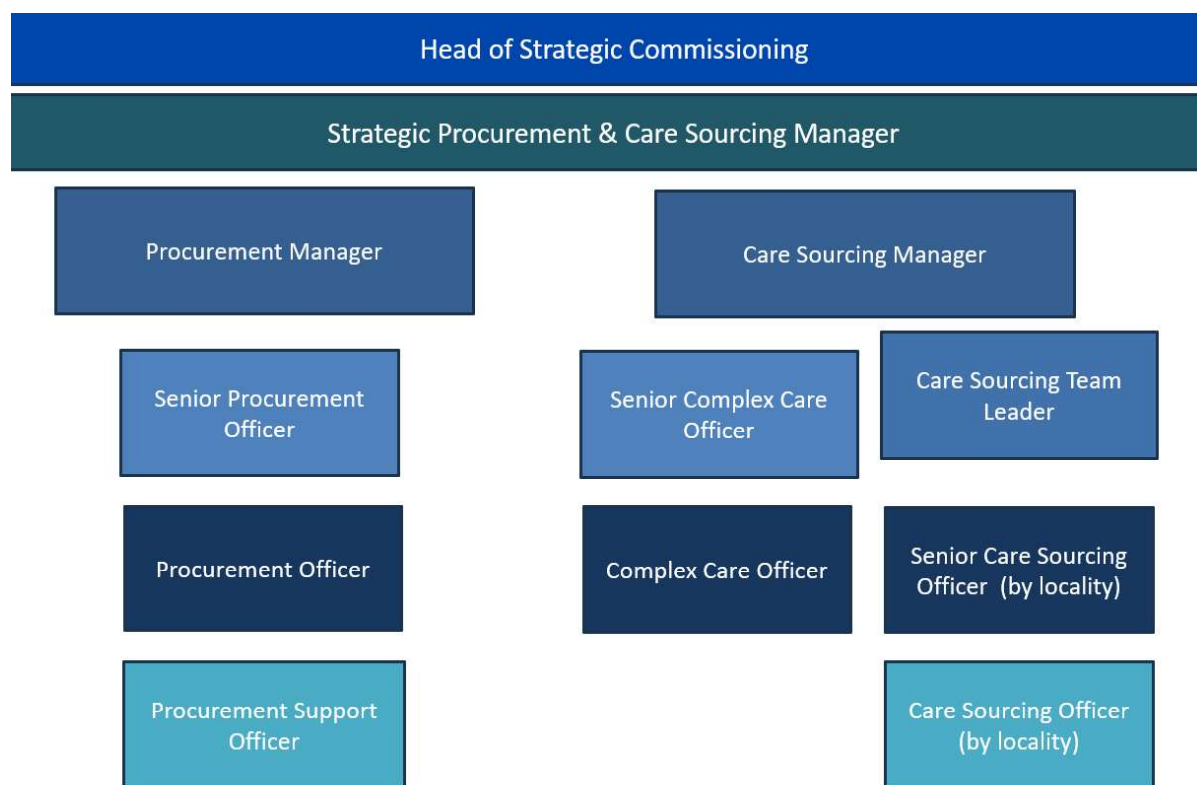
Job Title: Senior Procurement Officer

PURPOSE OF JOB:

To ensure commissioned services are procured effectively to deliver safe, high-quality, value-for-money outcomes, and are designed to meet Council and end user requirements within allocated budgets. This includes responsibility for the design, management and delivery of professional, commercially robust and fully compliant tendering processes to ensure fit for purpose service provision, efficiency benefits, quality improvements and financial savings wherever practicable.

The role works collaboratively across a wide range of internal and external partners and stakeholders to proactively provide professional advice, guidance and support on all commercial and procurement matters for commissioned services within its area of responsibility to support compliance and risk management, continuous improvement, service transformation and improved outcomes for the residents of Lincolnshire.

STRUCTURE CHART:



MAIN DUTIES:

1.	Responsible for the provision of professional and technical advice as the Council's expert, providing assurance, guidance and support to commissioning managers and key stakeholders (including operational staff and service users) on commercially robust procurement processes and other commercial and contractual matters, ensuring commissioning programmes within designated portfolio of programmes are procured in an legal, ethical and accountable manner in accordance with regulatory requirements. This requires the post holder to: - Remain up to date and compliant with all relevant legislation, organisational procedures, policies and professional codes of conduct in order to uphold standards of best practice. - Discharge and support the Council's obligations under the Equality Act (including ensuring that Equality Impact Assessments are undertaken where appropriate) and Social Value Act. - Discharge and support the Council's obligations to carry out such consultation as is legally required during commissioning processes.
2.	Lead and manage procurement processes for the provision and re-provision of services within designated portfolio of programmes, to include: - Responsibility for market research, engagement and development, and engagement with stakeholders, partner organisations and end users to inform the design and delivery of effective, commercially tailored and fit for purpose commissioning routes and associated tender processes and documentation (contract and procurement), ensuring that best practice models of innovative service delivery are explored and incorporated where appropriate. - Working with stakeholders to ensure a robust approach to analysis and forecasting of population needs, service demands and budget requirements, balancing service delivery requirements in terms of predicted volumes, costs and available funding. - Design and implementation of procurement strategies tailored to programmes in designated portfolio ensuring objectives adopted support all relevant commissioning outcomes whilst providing high quality, best value affordable solutions that are sustainable over the life of a contract and that, where appropriate, models of risk sharing are incorporated to deliver a commercially focused approach to service delivery. - Support in the development of robust, outcomes focused service specifications, ensuring they are viable and fit for the market. - Design, coordination and management of tender evaluation methodologies and lead / support as required the moderation and/or analysis and evaluation of tender submissions. - Based on tender process outcomes, develop and present recommendations to decision makers for the final award of contracts. - Responsibility for recording, monitoring and reporting on procurement activity, efficiency gains and service improvements in order to contribute to the team and wider Council performance management frameworks and to measure achievement against the commissioning outcomes and procurement objectives.
3.	Contribute to the development and implementation of commissioning strategies and plans, ensuring that procurement and commercial issues and considerations are fully addressed, and assist with the implementation of commissioning strategies to meet the Council's targets and objectives.
4.	Build, manage and maintain strong relationships with the market to stimulate, shape and develop it in relation to specific programmes or categories of services. Use market intelligence to understand and analyse the capacity and capability of the market.

	- Where there are shortfalls as mapped against anticipated demand, work with the market to support development of the necessary capacity and/or capability. - Identify and implement as appropriate opportunities to further develop services on behalf of the Council and other partners locally and regionally.
5.	Support, and where required, lead on engagement and research with stakeholders and end users to inform effective commissioning processes, ensuring that service specifications and contract model designs meet service user requirements. This includes supporting the effective co-production of service models and delivery solutions through the active involvement of end users in procurement processes, as appropriate.
6.	Undertake analysis of intelligence and information from a wide variety of sources including that relating to service utilisation, performance, demand, costs and expenditure to inform the development of options, recommendations strategies and approaches for commercial and procurement activities within the scope of the role with a view to ensuring the Council receives best value for money from all commissioned and contracted services.
7.	Plan, undertake and lead negotiations with providers and other individuals/organisations, as appropriate, linked to applicable tender processes, contract pricing and/or terms, and other conflict and dispute resolution issues. Where appropriate, act as an intelligent client. In addition, identify and resolve issues arising throughout the commissioning life cycle and provide assistance to the Procurement Manager in the resolution of the most complex issues or problems as appropriate.
8.	Provide professional and robust challenge to the way services are commissioned, presenting creative alternative options to drive continuous improvement of services in area of responsibility, improve value for money and deliver savings. This work will rely on extensive market analysis and understanding to identify best practice Provider services and innovative delivery models.
9.	Demonstrate excellence in relationship management practice, developing and maintaining strong, positive working relationships to support collaboration across service areas, internal teams and with providers and partners. This includes working to identify and secure opportunities for joint-commissioning, aggregated spend and partnership arrangements.
10.	Prepare reports on procurement and commercial related matters for Senior Officers, Elected Members, relevant committees and governance boards.
11.	Ensure all procurement activity undertaken complies with regulatory frameworks (including CQC), Procurement Legislation, organisational policies and procedures, and professional codes of conduct, and aligns with the Corporate Risk Strategy. Throughout each stage of the procurement process, ensure that potential risks are identified, managed and minimised, and escalated as appropriate.
12.	Take personal responsibility for: - Ensuring Council resources are optimised and utilised effectively and efficiently, - Delivering excellent customer service, incorporating the Council's equality and diversity objectives and supporting the council to achieve best practice in all it delivers - Contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers
13.	Represent Lincolnshire County Council at internal and external meetings, seminars, training workshops and other work-related functions as required. Participate in any regional or national initiatives to share information on commissioning and commercial approaches and benchmark

	performance levels for the delivery of council services, always creating a positive image of the County Council.
14.	Providing day-to-day personal leadership as appropriate to deliver the agreed priorities within commissioning strategies, working collaboratively with stakeholders and providers (including statutory and non-statutory partners) - Provide expert advice and guidance as appropriate for own area of expertise. - Deliver a personal portfolio of projects where appropriate and/or specific work - Act as a role model to others helping them to manage uncertainty and to respond positively and creatively to changing expectations - Identify and deliver commercial and tender process related skills training requirements and develop cost effective training solutions to meet the needs of LCC at colleague, service and County level.
15.	The post will provide line management and supervision to Procurement Officers (Grade 8) and Procurement Support Officers (Grade 6) as required, including planning, checking, allocating work, appraisal and dealing with day-to-day capability and conduct to meet the overall requirements of the service. The post will also provide day-to-day leadership as appropriate to deliver the team priorities and work plan. Coaching and mentoring teams and colleagues as appropriate to embed new ways of working and thinking. Deputising for the Procurement Manager as appropriate and necessary. Demonstrate behaviours aligned with the Council's values in all aspects of work activities, duties and responsibilities.

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
The post holder will be expected to be a procurement professional and educated to degree level or equivalent such as a Professional Qualification e.g. Diploma in Purchasing & Supply and/or membership of the Chartered Institute of Purchasing and Supply (CIPS) or otherwise demonstrate equivalent knowledge through experience.	A/I	X	
The post holder will be expected to have a minimum of five years practical experience in commissioning, procurement and/or related discipline.	A/I	X	
Commissioning qualification in Health and Social Care.	A		X
The post holder will have demonstrable expertise in public sector procurement and good commercial skills, with a proven ability to develop and deliver value-for-money commercial solutions across their service areas.	A/I/T/P	X	
The post holder will be expected to possess and maintain up to date knowledge of relevant and current procurement legislation, regulations, and sector trends,	A/I/T	X	

and the ability to apply this insight to inform commercial and procurement decisions.			
The post holder will have knowledge and experience of strategic commissioning processes particularly in respect of commissioning of care and well-being of people related services.	A/I		X
The post holder will demonstrate a clear understanding of public sector organisations, and how services are designed and delivered within political and policy-driven environments.	A/I/T/P	X	
The post holder will demonstrate a clear understanding of health and social care markets including recent legislation and trends in health and social care	A/I/T/P		X
Ability to undertake work of a complex nature and manage a substantial workload.	A/I	X	
Advanced knowledge and understanding of current public sector policy and best practice.	A/I		X
Advanced knowledge policies aims and objectives of the Council as a whole and relevant commissioning areas	A/I		X
Ability to communicate effectively both verbally and in writing and negotiating at an advanced level	A/I	X	
Knowledge and understanding of return on investment models, market analysis, benchmarking, supplier development, supply chain management, and market management.	A/I/T/P	X	
Detailed understanding and experience of evaluation models and whole life costing approaches combined with analytical skills and the ability to guide colleagues when dealing with these issues.	A/I/T/P	X	
Thorough understanding of contract management and effective relationship management processes.	A/I	X	
Project and programme management skills and experience.	A/I	X	
Able to adapt to new areas of work and take on tasks/duties outside his/her field of expertise competently recognising when he/she requires professional support and supervision.	A/I		X
Interpersonal and other skills and expertise that enables the post-holder to operate at a senior level building relationships but also providing effective challenge often requiring sensitivity and diplomacy.	A/I/T	X	
Able to contribute positively to continuous improvement of service delivery	A/I	X	
Able to motivate and lead cross functional teams to achieve improvements in performance and changes in culture and practice.	A/I	X	
Enthusiastic within a team approach, be able to stay calm under pressure	A/I	X	
Able to work as an integrated part of the wider Commercial Team, being supportive of colleagues and management.	A/I	X	
Able to devise prepare and deliver training.	A/I		X

Familiarity with Microsoft suite of products or comparable IT software essential.	A/I	X	
*A = Application form T = Test/Assessment I = Interview P = Presentation			
GENERAL The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness. The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies. Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder. Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.			