

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Commercial

Job Ref Number: 5091

Service Area: Commercial Team (Infrastructure)

Grade: 10

Job Title: Senior Commercial and Procurement Officer – Infrastructure Services

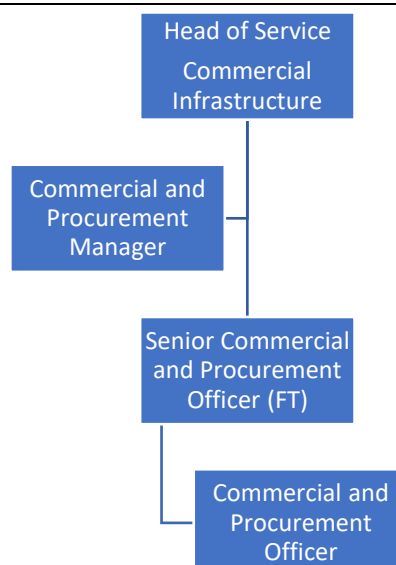
PURPOSE OF JOB:

The post holder will be responsible for the delivery of effective, value for money commissioned services, which secure supplier services that are identified and designed specifically to meet end user requirements within budget allocations. This work will include significant challenge to the way existing services are commissioned and will rely on extensive market analysis to identify best practice supplier services and innovative delivery models.

The post holder will be responsible for tailored tendering processes and letting of contracts ensuring value for money, fit for purpose service provision and financial savings wherever practicable. This will be achieved through leading proactive process design and management, contract content advice and guidance to individual client managers and key stakeholders within Lincolnshire. They are responsible for providing assurance to stakeholders regarding the appropriateness and robustness of proposed commissioning approaches.

The post holder will contribute as a member of the Commercial Team Infrastructure to the regular review of the approach to commissioning, tendering systems, documentation including templates and processes to ensure that they deliver effective, high quality and value for money outcomes for Lincolnshire. This will involve assisting, as appropriate, with embedding new ways of working and continuously looking for efficiencies and savings across service areas.

Structure Chart:



MAIN DUTIES: The specific accountabilities of this role will be flexible and will change to meet the needs of the organisation as required but will include (or be equivalent in nature to) those listed below	
1	Responsible for the provision of professional and technical advice as the Council's expert, assurance, guidance and support to client managers and key stakeholders (including operational staff and end users) on commissioning, tender process and contractual matters, ensuring commercial related activity is managed in a legal, ethical and accountable manner in accordance with regulatory requirements.
2	Manage the re-provision process to include being responsible for market research with suppliers and end users including. To enable the design and delivery of effective, tailored and fit for purpose commissioning routes and associated tender processes (including the development of e-procurement) and documentation (contact and procurement) ensuring that best practice models of innovative service delivery are explored and incorporated where appropriate and assist in the analysis and evaluation of tender submissions.
3	Lead on research work to enable the design of 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.
4	Build, manage and maintain strong working relationships with a variety of stakeholders within Lincolnshire and wider markets and supply chains. Establish effective relationships demonstrating personal credibility.
5	Using market intelligence to understand the capacity and capability of the market. Where there are shortfalls as mapped against anticipated demand work where required with the market to support development of the necessary capacity and/or capability.
6	Challenge the way services are commissioned presenting creative alternative options to continually improve value for money and to deliver savings.
7	Responsible for recording, monitoring and reporting on activity, efficiency gains and service improvements in order to contribute to the Council's performance management framework and to measure achievement against Council objectives.
8	Deliver both informal and formal commercial and tender process related skills training requirements, including providing coaching, mentoring, support and guidance to meet the needs of the Commercial team, service areas and the wider Council as required.
9	To deputise for the Commercial and Procurement Manager as appropriate.
10	Providing day to day leadership as appropriate to deliver the agreed priorities, working collaboratively with Suppliers (including statutory and non-statutory partners) <ul style="list-style-type: none"> • Provide expert advice and guidance as appropriate for own area of expertise. • Deliver a personal portfolio of projects where appropriate and/or specific work • Coach/mentor teams/colleagues as appropriate to embed new ways of thinking and working • Ensure effective performance review arrangements are in place to manage service delivery/contracts
11	Look to continuously improve services in the area of responsibility, managing within allocated budgets and identifying where possible, additional value for money savings.
12	Act as a role model to others helping them to manage uncertainty and to respond positively and creatively to changing expectations.
13	Deliver excellent customer service, incorporating the Council's equality and diversity objectives and supporting the council to achieve best practice in all it delivers.
14	Remain up to date and compliant with all relevant legislation, organizational procedures, policies and professional codes of conduct in order to uphold standards of best practice.

15	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.
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PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
Minimum of eighteen months practical experience in commissioning, procurement and/or related discipline;	A	X	
Detailed understanding of and ability to interpret and effectively Procurement Regulations and other relevant regulations and legislation.	A	X	
Advanced knowledge and understanding of current public sector policy and best practice and objectives of the Council as a whole.	T	X	
Ability to take a leading role in effectively communicating both verbally and in writing and negotiating at an advanced level	A	X	
Knowledge and understanding of return on investment models, market analysis, bench marking, supplier development, supply chain management, and market management.	A/T	X	
Detailed understanding and experience of evaluation models combined with analytical skills and whole life costs and the ability to guide colleagues when dealing with these issues	I/T	X	
Understanding of contract management process & effective relationship management	A/I	X	
Project and Programme management skills and experience	A/I	X	
Proven experience in writing clear and precise procurement documents, written reports and delivering presentations for a wide range of audiences	A/T	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.	I	X	
Able to manage a substantial workload of complex matters	I	X	
Contributes positively to continuous improvement of commercial activity	A/I	X	
Able to motivate and lead cross functional teams to achieve improvements in performance and changes in culture and practice	I	X	
Enthusiastic within a team approach, be able to stay calm under pressure.	I	X	
Able to work as an integrated part of the wider Commercial Team, being supportive of colleagues and management.	I	X	
Able to devise prepare and deliver training.	P	X	
Ability to use a range of IT applications and manage and interpret data	I	X	
To be MCIPS qualified or working towards MCIPS	A		X
Advanced knowledge of policies aims and objectives of the Council as a whole and relevant commissioning areas	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.	I		X
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*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.