



# Sheffield City Council Job Description

## Procurement & Supply Chain Manager

Portfolio:	Resources
Service Area:	Procurement Supply Chain
Grade:	9
Standard Hours:	37
Responsible To:	Senior Procurement and Supply Chain Manager
Responsible For:	Procurement and Supply Chain Specialist
Holidays and Sickness Relief:	

## Job Purpose

To assist with Procurement and Supply Chain management for major strategic contract & Procurements, leading on lower complex and value arrangements. To operate within the framework of the council's procurement and contract manage strategy. Ensuring compliance with procedures, process and current contractual arrangements. To be a centre of excellence in the provision of procurement advice to members, managers and the achievement of best value for money following good practice and maintaining professional standards

## Duties and Responsibilities

### Specific Duties and Responsibilities

1. Take the lead in relation to a nominated and agreed category operating within a spend area, assisting the Senior Procurement and Supply Chain Manager in managing a portfolio consisting of a single large complex SCC contract or multiple contracts of medium scale.
2. Act as the Centre of Expertise for the nominated spend area and ensure that at all times that there is proper compliance with the overall Category Management Strategy, Council's Procurement Strategy and Standing Orders, Financial Regulations, European and UK Legislation on procurement
3. Develop and implement a strategy for the spend area, ensuring continuous improvement in costs and quality, and implementation of Best Practice procurement and contract management
4. Working with and supporting the Management Team to ensure that the strategic objectives of the Council are achieved, as far as possible, through the effective Procurement and management of Contracts, ensuring value for money is achieved, realisation of benefits is maximised, robust commercials are in place and risks are managed and mitigated as appropriate
5. Support in establishing and reviewing KPI's, ensuring performance information is provided and reviewed, external performance benchmarking and market horizon scanning, managing any performance credit or deduction payment mechanisms, supporting the senior manager in working with the contractor and client to ensure there is service delivery planning, continuous improvement and benefit realisation and reporting
6. Management of stakeholders to market the benefits of the spend area and contracts; ensure use of the category suppliers; lead cross-functional teams to identify/challenge category requirements and develop 'fit for purpose' category strategies
7. Implementation of the agreed procurement and contract management strategy across SCC for the given area, ensuring compliance to procedure, process and category management, prioritise improvement projects within the strategy in order to deliver early, optimum value for money to SCC
8. Monitor and evaluate spend, throughput on contracts and contractors to identify high or aggregated expenditure which can then be addressed in line with the developed strategy

9. Responsibility for change management, risk management, dispute resolution, document management, contingency planning, exit planning, managing key contractual events (e.g. periodic price reviews), that are suitable for (internal and external) audit purposes and all of which impact on service for non-strategic contracts.
10. Monitor, manage and report on category performance indicators and provide statistical returns as required. Drafting and where necessary presentation of financial and written reports and/or presentations tailored to suit the target audience inc. Boards, Members, Client and Customers
11. Ensuring that best practice supplier relationship management is in place and applied over the life of the contract. Own the relationship with category suppliers; deal with supplier performance issues (cost, quality, delivery etc); monitor and report on supplier performance.
12. Any other related duties and responsibilities as may arise.

### **General Duties and Responsibilities**

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: October 2017**

## Person Specification

### Post Title: Procurement & Supply Chain Manager

Minimum Essential Requirements	Assessment Method
<b>Knowledge and Experience</b>	
Excellent commercial acumen. Record of achievement in Contracts and Purchasing either in the public or private sector over at least a three year period	Application/ Interview
Knowledge and understanding of contracts and associated technical and legal processes eg contract law. Sound market knowledge and awareness of intelligence tools and techniques to maximise the relationship between buyer and seller eg market/product segmentation, portfolio analysis, cost modelling; sourcing options etc	Application/ Interview
Experience of Procurement and Contract Management inc. commercial negotiation of significant value and/or risk	Application/ Interview
The development and implementation of plans relating to the achievement of targets and objectives In order to drive improvements	Application/ Interview
Managing people, including training and development planning and mentoring/coaching	Application/ Interview
Experience of successful negotiations to achieve work-based solutions and outcomes	Application/ Interview
Experience of preparing reports, briefs or general information and their presentation to diverse audiences	Application/ Interview
<b>Skills and Abilities</b>	
Skills related to contract management, demonstrating abilities in contract practice and procedure and knowledge of legal/financial principles. An awareness and understanding of the whole life cycle of procurement, contract and relationship management	Application/ Interview
Strong interpersonal and relationship building skills. Strong people management skills and leadership qualities. Team working skills including the ability to develop, lead and motivate teams. Proactive, self-motivated and works from own initiative	Application/ Interview
Prioritisation of practices and processes to meet objectives and targets, especially in relation to planning, programming and organising workload, meeting targets and deadline	Application/ Interview
Well developed procurement and contract management skills in order to prepare and deliver a strategy as well as a detailed contracting programme involving some complex tendering and contract management processes	Application/ Interview

<b>Essential Qualifications</b>	
Recognised accredited procurement or contract management professional qualification or prepared to work towards achieving one	Application
<b>Behaviours – our ways of working</b>	
Collaboration: working with others, both internally and through partners, harnessing different skills, experience and perspectives to achieved shared commitment to service delivery.	Application/ Interview
Communication: Clear about priorities, communicates directly and honestly and promotes understanding, invites participation and seeks feedback.	Application/ Interview
Innovation: Positively seeks to do things better. Leads on opportunities, challenges and changes. Encourages creativity, stretches and develops others>	Application/ Interview
Ensuring fairness: Understands and works to the values set out in the Corporate Plan, values people as individuals, show respect and positive regard for others	Application/ Interview

Key: AF- Application Form, AC - Assessment Centre Activities, I – Interview

## Health Risks Specification

### Duties/Risks involved

ICT/Computer user	<input checked="" type="checkbox"/>
Moving and handling of clients	<input type="checkbox"/>
Regular manual handling objects/ furniture/equipment	<input type="checkbox"/>
Working at heights	<input type="checkbox"/>
Noise/Vibration exposure	<input type="checkbox"/>
Confined Spaces	<input type="checkbox"/>
LGV/PCV driving	<input type="checkbox"/>
Minibus driving	<input type="checkbox"/>
Fork Lift Truck driving	<input type="checkbox"/>
School Crossing Warden Work	<input type="checkbox"/>
Night Work	<input type="checkbox"/>
Substances covered by COSHH	<input type="checkbox"/>
Respiratory and Skin Sensitisers	<input type="checkbox"/>

