

JOB DESCRIPTION - CORPORATE SERVICES

IDENTIFICATION

Post Title:	Corporate Procurement Team Leader	Post Ref:	
Section:	Procurement	Grade:	12
Responsible to:	Corporate Procurement Manager		
Responsible for:	Procurement Category Officers		

JOB PURPOSE

You will support the Corporate Procurement Manager in the development and delivery of an effective centralised Corporate Procurement service for Dundee City Council.

PRINCIPAL WORKING CONTACTS

Corporate Procurement Manager
Procurement Category Officers and Procurement Assistants
Community Wealth Building Co-ordinator
Procurement/Purchase and Compliance Colleagues
Payments Team
Council Officers (wide ranging)
External public, private and third sector organisations.
Suppliers, Contractors and Subcontractors
Staff within the Internal Audit Service, including the Corporate Fraud Team.

MAIN DUTIES

The main responsibilities include to:

Support the implementation and delivery of the Council's Corporate Procurement Strategy to ensure aims and objectives are met.

Support the delivery of the Scottish Government's Annual Procurement and Commercial Improvement Programme (PCIP) and taking forward any improvement actions, as required.

Support the ongoing development, implementation and review of the e-procurement activities identify process improvement opportunities to support procurement best practice including contract management arrangements throughout the Council.

Support the management and delivery of the procurement service. Assist Council Officers with the procurement process, ensuring compliance with Council Standing Orders, Scottish and UK public sector procurement legislation.

Monitor and review targets and performance measures set out in the Council's Corporate Procurement Strategy.

Maintain a performance management framework so that the Council's procurement performance can be continuously improved and adequately measured.

SERVICE SPECIFIC RESPONSIBILITIES

Assist the Corporate Procurement Manager in the development, implementation and review of the Council's procurement functions, including policy development, governance and scrutiny.

Manage and supervise Corporate Procurement Team Members in the delivery of a comprehensive and high-quality procurement service to departments and partners (eg Leisure and Culture Dundee, the Dundee Health and Social Care Partnership, The Tay Road Bridge).

Promote procurement best practice and work with departmental colleagues and Council Partners to enable them to adopt and follow best practice.

Promote collaborative purchasing arrangements between service areas and with other Councils/bodies (such as, Scottish Procurement, Scotland Excel and any regional or sectoral procurement hubs or networks which may be established).

Support the Corporate Procurement Manager by managing and supervising Procurement Team members to meet the objectives of the Council Plan and Corporate Procurement Strategy.

Assist in the overall management of Corporate Procurement activity, as required, taking account of variable work pressures and contract delivery planning throughout the Council.

Schedule and forward plan own work and that of the Corporate Procurement Team to ensure delivery of the Corporate Procurement Strategy and its Contract Delivery Plan, to ensure deadlines are met.

Assist the Corporate Procurement Manager or take a lead role in the recruitment of Procurement staff and review individual and team performance and manage output and their on-going training and development requirements.

Supervise the activities and functions of all staff under your supervision and arrange and or deliver training which will develop their skills and knowledge to reach a high level of competence (Ref Scottish Procurement - Procurement Competency Framework).

Ensure that Quality Conversations are carried out for those staff under your supervision.

Represent Corporate Procurement and Dundee City Council at service management meetings and external procurement meetings.

Drive and manage any ad-hoc procurement projects as requested by the Corporate Procurement Manager.

Develop and maintain good working arrangements with colleagues and services, to ensure the operational effectiveness of the service provided by the Corporate Procurement Team.

Support the Corporate Procurement Manager in the regular review (the accuracy and completeness) of the Council Corporate Procurement Guidance and other intranet procurement content, arranging for update and improvement where required.

Assist the Corporate Procurement Manager in the development of written guidance on the process improvements and deliver training as required to support roll-out of the guidance.

Contribute to or take a lead role where necessary in delivery of the communications strategy for Corporate Procurement activities in Dundee City Council.

Support the Corporate Procurement Manager and take a lead role where necessary in development of the Council's use of e-Commerce procurement and reporting tools, including the Public Contracts Scotland (PCS) portal, PCS Tender (PCS-T) portal and the Scottish Procurement Information Hub (DXC, including the timely upload of data from Council systems.

Assist the Corporate Procurement Manager in the maintenance of key systems (such as SharePoint and the Council's Intranet procurement pages), including creating and updating Procurement information on the Council's intranet & website.

Within resources, develop and deliver in-house training packages to aid promotion of e-Commerce tools in use in Dundee City Council.

Assist the Corporate Procurement Manager in the delivery of the Scottish Government's Annual Procurement and Commercial Improvement Programme (PCIP) and taking forward any improvement actions, as required.

Have responsibility for production and development of a suite of regular Procurement Performance reports to Council Services extracted from finance and purchasing systems to support improved commercial awareness and best value decision making across the Council.

Assist the Corporate Procurement Manager in the scrutiny of procurement related Committee Reports and Commodity/Category Strategies, and Contract Strategies.

Contribute to or take a lead role where necessary, in the development and implementation of new strategies, policies and procedures and the configuration and improvement of current policies and procedures in relation to the Council's Purchasing Systems and processes.

Report to the Corporate Procurement Manager on a regular and meaningful basis specifically bringing to their attention areas of work within the posts remit falling below standard and participate in periodic meetings with departments as required.

Co-ordinate all procurement related Freedom of Information (FOI) Requests, accordance with Council policy.

Comply with data protection law in the management of employees in line with the human resources data protection policy and employee privacy notice.

Deputise (as required) for the Corporate Procurement Manager.

Perform any other reasonable duties deemed necessary by the Corporate Procurement Manager.

OTHER DUTIES

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties, and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the postholder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

PERSON SPECIFICATION

POST TITLE: Corporate Procurement Team Leader

DIVISION/DEPARTMENT SECTION: Corporate Services - Corporate Procurement

	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS	METHOD OF ASSESSMENT
PROFESSIONAL/ EDUCATIONAL QUALIFICATIONS	Accredited to MCIPS or qualified to CIPS Level 6 or equivalent Or Willing to achieve this within 4 years of appointment		Application Interview Certificate Check
RELEVANT WORK/OTHER EXPERIENCE	Experience of applying public sector procurement regulations within a regulated procurement environment (transferable regulatory procurement knowledge) Experience of delivering strategic procurement projects within a complex public sector or utilities organisation Experience of leading, supervising project managing and developing staff A career portfolio indicating an appreciation of the importance of continuous improvement Positive customer relations Experience of working with a range of clients, including some experience of working with senior managers Working knowledge of Microsoft Office, including Office 365, Teams, Word, Excel	Experience of Category Management and how to apply it to achieve savings Experience of digital procurement systems, data reporting tools and contract management platforms Understanding of sustainable procurement, community benefits and Community Wealth Building principles	Application Interview
PARTICULAR SKILLS/ABILITIES	An understanding of all applicable Scottish and UK Public sector procurement legislation, together with an appreciation of an employer's Standing Orders and their application Proven negotiation skills and contract management experience to achieve significant saving Excellent written and oral	Understanding of sound financial management practices Experience in developing commodity strategies Proven experience of undertaking and managing large scale procurement projects	Application Interview

	communication skills, with the ability to produce and constructively present accurate and complex reports and act as an internal and external ambassador for Corporate Procurement The ability to plan, lead and implement innovative change to drive procurement best practice Flexibility and the ability to respond to urgent requests, simultaneous demands or shifting priorities Ability to lead, support and develop staff, applying project management principles to plan, co-ordinate and deliver agreed workplans and objectives		
PERSONAL QUALITIES	Excellent Leadership and influencing and communication skills, including the ability to challenge existing practice and suggesting effective solutions Strong presentational skills Excellent problem solving and analytical skills and ability to propose and implement solutions to anticipated problems The ability to prioritise own workload and the work of others, to deliver projects and tasks within tight timescales Strong team working skills and the ability to develop and maintain effective partnerships working across Service and organisational boundaries	Experience of leading, developing and motivating a team	Application Interview
ANY ADDITIONAL JOB-RELATED REQUIREMENTS	Level 1 Disclosure Check		