

## Procurement Service Manager

Reference No:	A3951		
Service:	Procurement		
Job Family:	Procurement	Grade:	FC12

## Purpose

Delivering an effective, compliant, customer focused and integrated procurement service for Fife Council and other associated bodies as applicable e.g. Trusts, ALEO's etc.

Lead on the development and implementation of a coherent procurement strategy which builds upon national policy drivers (sustainable procurement, community wealth building, fair work first, fraud etc).

Support and challenge members and senior officers, where necessary, to ensure all procurement activity meet regulatory requirements and demonstrate best value for Fife Council and meet policy objectives.

As part of the wider Service Management Team taking the lead management responsibility for key aspects of service delivery.

**Task or Responsibility** – For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Acting as Council lead across the Council for all matters relating to procurement strategy and operational efficiency.

Contribute to the effective management of the Directorate as a member of the Extended Leadership Team.

**Person Specification: Skills, Knowledge, Qualifications or Experience** – Criteria can apply to more than one task or responsibility

A record of success in designing and implementing local strategies and policies which align with national expectations and comply with the procurement legislation

Experience of representing a service at senior level and demonstrate clear influencing and negotiation skills (Deliver Results)

**E**      **D**

X

X

Understanding stakeholder (Internal – Members, Council Directors, Heads of Service and other senior officers. External – Scottish Government, Suppliers, Senior Officers from public and private sector procurement services) requirements	Experience of success in building positive relationships and effective working with others (Work together)	X	
Managing the Service resources, including the workforce, budget and other resources within Council governance arrangements, regulations and guidelines.	Educated to degree level in procurement related discipline e.g. CIPS	X	
Leading long-term resource planning exercises, including workforce and financial elements, to identify and manage opportunities and provision strategies.	Post Graduate degree in relevant management discipline or appropriate CPD/experience.	X	
Ensuring adequate policies, strategies and work-practices are in place to minimise the risk to Fife Council in all procurement areas (including those services with devolved procurement authority).	Ability to manage risk, budgets, employees and other resources.	X	
Ensure the development of a highly skilled workforce through the adequate provision of formal and other work-based training.	Ability to contribute to corporate goals of Fife Council (strategic level) whilst ensuring the procurement service delivers at an operation level thus being able to balance the wider corporate priorities with operation efficiency.	X	
Ensure the effective performance management by embracing and implementing a culture of continuous improvement within the procurement service.	Ability to develop and maintain a positive performance culture and a history of success in meeting targets by leading reviews and improving service delivery.	X	
Creating and developing good employee relations in partnership with staff and trade unions through informal and formal processes of communication and negotiation.	Be able to demonstrate influencing, communication, and motivation skills	X	
Providing leadership and direction for continuous review, improvement and development, implementing changes to structures and service delivery in line with changing objectives and resources.	Substantial experience and success in managing a sizeable support service at operational level in a comparable environment	X	
Advising and reporting to strategic and other relevant Committees and corporate groups, providing reports and advice on matters within the remit of the post.	Ability to work effectively and collaborate with others	X	

Promoting effective partnership working within the Council to ensure an integrated approach to meeting the needs of all services.				
Acting as the corporate lead with responsibility for designing, implementing, and managing procedures and systems for ensuring Corporate/Service compliance with procurement and other relevant statutory guidance.				
Undertaking all other duties as required for the role. Duties will be in line with the grade.				
<b>Additional tasks or responsibilities</b> – this is a generic role, however this particular job may also require you to undertake the following:				
<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Range %</b>	<b>Person Specification: Skills, Knowledge, Qualifications or Experience -</b> Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
<b>Job Title (Specialists Tasks)</b>				
NA				

**Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required**

**Before confirming appointment:** You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

**Additional Information – the following information is available:**

- Skills Framework (if applicable)
- **How** we work matters

**Expected Behaviours**

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Examples are:

- Take Ownership • Focus on Customers • Work Together • Embrace Technology & Information • Deliver Results

Please refer to How We Work Matters Guidance to learn more.