

## JOB SUMMARY

<b>Post Title</b>	<b>Procurement Team Leader</b>						
<b>Job Family</b>	BS13	<b>Pay Range</b>	13	<b>Line Manager to others?</b>	Yes	<b>Role profile ref</b>	
<b>Service Area</b>	Procurement Team						
<b>Line Manager</b>	Justin Thorne						
<b>Location</b>	County Hall						

**Job Purpose** To lead and manage the provision of procurement support and to provide high level technical expertise within a professional support service.

**Job Context (key outputs of team / role to provide some specific examples of role profile accountabilities)**

1. Manage the delivery of effective information and business support services, including the management of a team of skilled professional business support staff. Make operational decisions. Plan and organise a complex range of activities taking account of wider organisational issues. Support the development and implementation of the service plan and strategy for the service area.
2. ensure that the procurement processes run by the council are fully compliant with the Council's Contract Standing Orders, UK legislative requirements and delivers best value for the council which can be properly evidenced and demonstrated to minimise the risk of successful challenge by an unsuccessful tenderer.
3. Drive and deliver complex work programmes requiring a high level of technical expertise to meet established operational targets. Make decisions and prioritise work taking account of stakeholder requirements.
4. Manage large projects within specialist field, or contribute to the planning and delivery of larger programmes.
5. ensure accurate auditable records of all procurement processes are maintained which demonstrate high process compliance.
6. Deliver training to council staff.
7. Participate in own self development, in order to improve performance at work.
8. Responsible for the development of others.
9. Manage a team of staff.
10. Deliver effective budget and resource management for the area of responsibility as required.
11. Plan and deliver the services required in the area of responsibility, ensuring compliance with all internal and external standards. Contribute to wider service planning, improvement and development.
12. Monitor and report on service standards as required.

<b>Role Profile requirements.</b>	<b>Job specific examples.</b> (if left blank refer to left hand column)	<b>Essential</b>	<b>Desirable</b>
Significant and substantial relevant experience of working in the service area/profession, with evidence of appropriate detailed and specialist knowledge of relevant systems, policies, regulations, professional guidelines and legislation		<b>E</b>	
Experience of the development, motivation and management of staff. Proven ability to monitor performance and if necessary take corrective action.			<b>D</b>
Excellent interpersonal, persuasion and negotiating skills, in order to influence outcomes critical to the organisation.		<b>E</b>	
Excellent ICT skills – including use of Microsoft applications and specialist systems which support procedures and record keeping.		<b>E</b>	
Excellent knowledge of the service area and interrelationships with other services and external agencies/partners including influencing factors.		<b>E</b>	
Ability to understand and explain current issues, political sensitivities and		<b>E</b>	

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policies and relate them to the responsibilities of the team and develop appropriate strategies.				
<b>Qualifications</b>				
<b>Role Profile requirements.</b>	<b>Job specific examples.</b> (if left blank refer to left hand column)	<b>Essential</b>	<b>Desirable</b>	
Educated to a degree level or equivalent standard/experience in a relevant subject		<b>E</b>		
Relevant professional qualification	<i>For example, MCIPS to level 6.</i>	<b>E</b>		
<b>Other Requirements</b>				
<b>Organisation Structure (optional)</b>				