

SLOUGH BOROUGH COUNCIL

JOB DESCRIPTION

JOB TITLE:	ASSISTANT DIRECTOR, COMMISSIONING, PROCUREMENT & SHARED SERVICES
DIRECTORATE:	Improvement & Development
RESPONSIBLE TO:	Strategic Director, Improvement and Development
RESPONSIBLE FOR:	Procurement Strategy and Processes Shared Services Strategy and Development Direct and Joint Commissioning Procurement and Commissioning Systems and Procedures Supplier Management Contract Monitoring

MAIN PURPOSE OF JOB:

- ◆ To develop a procurement, commissioning and contract management strategy, with associated systems and processes to support the procurement and commissioning of a comprehensive range of goods, works and services to meet the requirement of the Council.
- ◆ To develop and deliver procurement and commissioning practices and frameworks and work in strong partnership with colleagues in Council directorates.
- ◆ To provide strategic leadership for the procurement and commissioning functions across a complex set of arrangements to achieve the outcomes desired for the Council in the achievement of its corporate strategy.

MAIN RESPONSIBILITIES:

Corporate

1. To work with the Chief Executive, Directors, Heads of Service and Members to ensure services are integrated at the point of delivery.
2. To support organisational change, ensuring appropriate systems of performance management and development, communications, quality measures, monitoring and review are in place.
3. To work as part of multi-disciplinary project teams to enable the breaking down of departmental barriers and engender the concept of both internal and external partnership working.

4. To be a member of the Directorate Management Team and lead the service Management Team, contributing to the development and implementation of policies and strategies that will optimise service delivery by the Council to its clients.
5. To work with a range of partners and the voluntary sector on improving service delivery and promote creative and innovative ways of tackling local problems. Ensure services are developed which meet the needs of the ethnically diverse community and are accessible to all users.
6. To promote a positive image of Slough and represent the Council at local and national level, attending and presenting at conferences, seminars and working parties, as may be required.
7. To comply with the Council's Rules and the Codes of Conduct and to advise the Chief Executive and Members as necessary.
8. To ensure full compliance with the Health & Safety at Work Act etc. 1974, the Council's Health & Safety Policy and all locally agreed safe methods of work.
9. To promote the Council's equal opportunity policies and to avoid all forms of discrimination as an employer and service provider.
10. To promote corporate working, undertake corporate projects as required, and undertake any other duties that are consistent with the Council's expectations of a senior manager.

Service

Leadership of Procurement, Commissioning & Shared Services

1. To establish and lead a commissioning team and develop its working approach.
2. To lead the procurement and commissioning division ensuring the achievement of IIP status and that the Council's HR policies are in place to motivate, train and appraise employees to optimise their skills, contributions and outputs.
3. To take the lead in the development and implementation of good procurement practice.
4. To develop and deliver the long term approach to procurement and commissioning in order to deliver savings, efficiency, value for money, diversity, environmental, capability and other objectives.
5. To provide high quality and timely advice to the Council advising the Cabinet, Overview and Scrutiny Committee, Panels, Members, Chief Executive, Strategic Directors and other colleague officers on all aspects of procurement and commissioning.

Solutions and Decision Making

6. To identify sources of risk and design processes so as to mitigate and manage them.

7. To develop an appropriate commercial approach to respond to the needs of services.
8. To take accountability for significant commercial decisions with long term implications, including leading complex negotiations and approving proposed commercial arrangements.

Project and Resource Management

9. To manage a broad range of commercial activity, in a high profile, strategic and rapidly changing environment and take responsibility for obtaining the best commercial deals in major areas of spend.
10. To provide sourcing expertise for activities with major financial and quality service impacts.
11. To plan and keep under review allocated budgets in line with the priorities agreed by the Council, to monitor and control budgets and ensure clear accountability.

Communication and Presentation

12. To represent the Council in dealings with stakeholders, including influencers, suppliers and end users.
13. To develop business cases and other significant documents.

Continuous Improvement

14. To drive process improvement across all areas of procurement and commissioning practice and develop procurement awareness across the Council.
15. To provide commercial guidance on major change initiatives across the Council and act as an effective project board member of significant procurement and commissioning projects.
16. To identify the need for performance improvement resulting from legislative, regulatory or social change and apply to a procurement and commissioning strategy.

Person Specification
Assistant Director, Commissioning, Procurement & Shared Services

	Description	Essential/ Desirable
Experience	Significant experience in a procurement or commissioning role in a large complex organisation	Essential
	A record of high achievement in procurement, commissioning and contracting major services/contracts with large budgets in a complex and challenging environment	Essential
	Experience of managing a team of Procurement and Commissioning professionals and delivering results through effective systems of performance management	Essential
	Significant experience of outsourcing/managed services/shared services and in working in partnership arrangements	Essential
	Success in financial, resource, project and people management in developing and maintaining lean and efficient systems and structures	Essential
	Working in a public sector organisation within a political environment	Desirable
	Substantial commercial negotiating experience	Essential
Knowledge	Expert knowledge of procurement strategy and processes, direct and joint commissioning, supplier management, contract monitoring and of managed/shared services	Essential
	Knowledge of the current issues facing local government with regard to procurement and commissioning	Desirable
	High level of understanding of how procurement and commissioning can contribute to organisational effectiveness and efficiency	Essential
	A high level of understanding of, and commitment to, diversity and community cohesion	Essential
Key Competencies	Can drive business improvement and major changes through applying procurement and commissioning best practice and through influencing skills	Essential
	Can plan, deliver and integrate procurement and commissioning strategies, processes and systems to achieve improvements and savings	Essential

	Description	Essential/ Desirable
	Can operate at a strategic level and make connections through integrating procurement and commissioning with the wider service requirements of the Council	Essential
	Has highly developed skills in specifying and evaluating contracts and in contract monitoring	Essential
	Has high level personal credibility and negotiating skills to work effectively with commercial contractors/suppliers, Members, senior management and other key stakeholders/partners	Essential
	Well developed project planning/management skills	Essential
	Manages conflicting and competing priorities effectively and has the resilience, energy and organisational abilities to achieve major improvements in procurement and commissioning and to deal with change	Essential
	High level analytical skills with the ability to innovate in procurement and commissioning	Essential
	Develops and applies ICT solutions to improve business performance	Essential
Qualifications	Degree or equivalent qualification	Essential
	Full Member of the Chartered Institute of Purchasing and Supply (MCIPS)	Essential
	Management qualification e.g. DMS or MBA	Desirable
	Evidence of continuing professional development	Essential