

ROLE PROFILE

Job family	Organisational Support	Role profile number	OS12-2164	Grade L
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Job purpose: Lead, develop and maintain the most appropriate solutions for a complex work area within and across service areas.

Grade L posts are higher in 'Decisions' with the requirement to set working standards/practices and to lead on initiatives to design and deliver service transformation. These posts are also higher in 'Knowledge & Skills' requiring a relevant post graduate professional qualification and/or significant relevant experience at a technical/professional level within a related specialist field

Factor	Relevant Job Information
Supervision and/or Management of People	No full management of a team but will be required to monitor the quality and quantity of the work of others. Will provide advice, guidance and support to colleagues to ensure whole team achievements are met.
Indicative qualifications	Degree in relevant profession, or equivalent experience/skills. Licence / certificate / qualification required for the role ITQ 2 or equivalent ICT skills and abilities demonstrating significant experience in related IT systems. Professional qualification in area of specialism (or equivalent experience)
Knowledge and Skills	Significant relevant professional experience post qualification in a similar work environment. Expert knowledge in the area of specialism. Expert knowledge of relevant policy, systems, work practices, professional guidelines, legislation and a good understanding of emerging developments in the area of specialism. Excellent ICT skills including use of Microsoft applications and specialist systems. Knowledge and experience of developing systems, policies, procedures and / or practices. Good knowledge of the wider sector / external influences. Detailed operational knowledge of systems in terms of functionality, capability and availability. Excellent interpersonal, persuasion, influencing and negotiating skills. Excellent planning and organisational skills, with proven ability to prioritise and co-ordinate workloads, monitor and evaluate work, to ensure deadlines are achieved. Proven ability to apply initiative and strategic awareness to problem solving and decision making. Ability to lead projects with service / organisation impact.
Creativity and Innovation	Apply professional knowledge and experience to interpret and recommend policy, resolve complex issues, proactively anticipate problems and deliver solutions which enhance the quality and efficiency of services. Responsible for meeting performance standards within a policy framework and regulatory guidelines. Considerable scope to exercise initiative in taking action - within the boundary of well-defined policies. Contribute to long term strategies. Apply specialist/professional expertise and use judgement to make decisions where solutions are not obvious to meet customer requirements. Will be required to plan over a longer period (a year or more) and contribute to long term strategies. Lead initiatives to design and deliver improvements and transformation. Lead projects, or contribute to larger organisation wide programmes.
Contacts and Relationships	Provide advice and guidance on complex issues which could be contentious and challenging in nature. Ability to build relationships and engage successfully with colleagues /partners /customers / contractors and suppliers. Negotiation showing tact and diplomacy to deal with conflicting requirements or opinions and the ability to make decisions on the most appropriate action to reach an acceptable conclusion. Regular contacts will include: senior managers, leadership team, councillors, external bodies and partners. Liaise with and/or advise senior members of staff regarding service issues, problems and processes. Be a representative on behalf of the Service area / Council internally and / or externally.
Decisions – Discretion & Consequences	Decisions lead to the setting of working standards and important procedures for the service area which have an impact across the organisation. Use initiative to manage responses to complex business / technical issues within the service.

	<p>Make business decisions based on up to date specialist knowledge and analysis.</p> <p>Contribute to developing council strategy within the service area.</p> <p>The consequences of the decisions will have a significant effect across the organisation.</p> <p>Drive and delivery complex work programmes within or across specialist areas to meet established operational targets.</p> <p>Develop, implement, maintain and manage complex systems, policies, procedures and / or standards within specialist area whose outcomes can affect council wide approaches / business.</p> <p>Review the functionality of these in response to either internal or external drivers. Recommend and implement changes as required to meet organisational needs.</p> <p>Research, manage and evaluate complex information / data / feedback. Identify and interpret organisational issues, trends and problems which may have a broad impact both within the organisation and for partner organisations.</p> <p>Identify and recommend solutions where service delivery / business / performance risk has been identified. Lead initiatives to design and deliver improvements and transformation.</p> <p>Monitor and report on service standards as required.</p>
Resources	Little or no responsibility for physical or financial resources.
Work Demands	Work subject to interruptions and at times may be competing demands of work priorities.
Work Environment	Office based, but may involve some travelling to other council buildings.
Our Identity	<p>Our Identity sets out who we are and provides a shared understanding of how we are all expected to lead, work and act with each other, our partners and our residents to deliver our services and build stronger communities. They enable us to continually evolve and adapt to meet the changing needs of our residents and ensure that we continue to deliver great services and make a difference to the people of Wiltshire.</p> <p>All of us are expected to demonstrate the ten elements of Our Identity in how we work to shape and create the organisation we want to be part of. It should influence our decisions, activities, projects and ways of working</p>
Health & Safety	All employees are required to carry out all duties and responsibilities with reasonable care for the health and safety of self and others and report any potential hazards or unsafe practices to their line manager.
Equalities	Wiltshire council is committed to ensuring employees do not discriminate against colleagues, suppliers or third parties at work or harass or victimise others. Incidents of discrimination at work are taken seriously and employees are encouraged to report incidents via their manager or anonymously via the whistleblowing policy .
Authority to work in the UK	All employees must have the legal authority to work in the UK. Non-EU nationals must have the relevant approval to work in the UK from the UK Border Agency. Copies of all documents provided as proof of identity are retained for our records, by providing these proofs the council will treat this as consent.

The above profile is intended to describe the general nature and level of work performed by employees in this role and does not detail a list of all duties and responsibilities. The Council reserves the right to amend this role profile as necessary.

ROLE DESCRIPTION

Role description:	Procurement Specialist	
Role profile family:	Organisational Support	
Role profile number and grade:	OS12-2164	Grade L
Number of posts:	10	
Service/Team:	Procurement Team	
Reports to:	Senior Procurement Specialist	

Job Family overview

Organisational support job family overview:

Delivery of services to support the Council and its partners in longer term; corporate compliance, contracting, planning, performance, policy and strategy.

- Focus on the business and service infrastructure of the Council and its partners to ensure effective management and proper compliance.
- Advice and services rendered will generally be accepted as authoritative and recommended practice.
- Specialist area and/or management knowledge.
- Understanding area concepts and plans.
- Defining implications of external influences and trends.
- Shaping of Council responses including service plans/strategies & policies.
- Definition & management of strategic planning processes.
- Monitoring and reporting of performance.

Service / function Context

Wiltshire Council spends over £450m annually on goods, works, services and projects. A strong, commercially aware Procurement Team, facilitating the delivery of optimum value for money, is key to the Council delivering its service, budgetary and wider Business Plan objectives, and supporting the Social Value agenda by promoting economic growth and the climate emergency a key factor in its decision-making processes.

The Procurement team is responsible for determining and delivering the direction for procurement and contract management across the council whilst ensuring that accountability for the operational procurement of services, monitoring contracts and delivering the agreed outcomes remains with the relevant directors. The service will work collaboratively with commissioning functions across the

council and will ensure that the procurement policies and arrangements support successful delivery of the council's business plan, MTFP and transformation programmes.

The service will ensure that robust contract management systems are in place and effectively implemented, enabling integrated corporate reporting and active involvement in key contract review meetings.

In order to make this happen, the Council has adopted a strategic approach to its procurement, policy and contract management activities, and requires its Procurement Team to:

- Be strategic and leverage commercial and procurement activity across the Council
- Be professionally resourced
- Facilitate a (positive) economic, social & environmental impact
- Help deliver wider benefits to the people of Wiltshire
- Promote open, accessible competition
- Adopt simplified standard processes
- Practise collaborative procurement
- Facilitate supplier engagement to deliver innovation
- Monitor & report on outcomes delivered

Job Purpose

Specific duties and responsibilities include:

Under the leadership of the Senior Procurement Specialist, this role will champion, develop and deliver the relevant elements of Wiltshire Council's Procurement Strategy. It will support the Council in ensuring best value for money at all times by leading on the implementation of sourcing, purchasing, contract performance practices, and a series of innovative commercial interventions, through the Council's commercial governance framework.

This will require strong commercial acumen, a values driven approach, and crucially, the ability to build and maintain strong, productive, collaborative and professional relationships with the diverse range of customers that the Procurement Team is here to support.

Although the Procurement Specialist will be assigned to a Directorate they will be expected to undertake direct tendering activity from across the Council so ensure that the Procurement Team can be agile in its response to the changing needs of the organisation and deliver activity in a timely manner.

The Procurement Specialist will be expected to support the Senior Procurement Specialist in developing their assigned policy and development areas including, but not limited to:

- Relevant UK Procurement Legislation
- Social Value
- Carbon Reduction
- Commercial and Procurement skills and capability across the Council
- Data, Technology and e-Procurement

The Procurement Specialist will be expected (but not limited to):

- Provide professional advice to managers and operational colleagues on procurement, contract management and performance improvement initiatives across the Council.
- Enable the delivery of an integrated and professional procurement service in support of the Council's procurement pipeline, providing advice to clients on strategic procurement issues.
- Programme manage the tendering process from initial scoping to contract award in accordance with the UK procurement directives, UK legislation, contract procedure rules and other internal governance procedures.
- Facilitate constant performance management against programme targets to enable systematic reporting to Council executives.
- Establish and develop long-term sourcing strategies to achieve savings targets and quality improvements.
- Identify cost improvement opportunities within the existing procurement pipeline.
- Deliver procurement outcomes and improvements (in cost, efficiency, value or quality) in accordance with agreed targets and key performance indicators.
- Provide specialist advice and guidance to manage commercial risk, to improve ways of working and drive efficiency, as evidenced by savings and overall value.
- Provide procurement leadership and support in prescribed areas of activity.
- Ensure own activities are completed to the required standard and on time by planning, monitoring and controlling resources.
- Support Procurement Strategy commitments and targets.
- Under the guidance of the Senior Commercial Specialist support the development of commercial pipelines/commercial service plans identifying opportunities for efficiencies, improvements, and innovation, and supporting customers in maintaining standards for supplier selection, and the ongoing management of supplier performance and risks.
- Oversee and coordinate the award of high value high risk contracts, promoting the delivery of outcomes by means of a compliant, flexible process.
- Provide specialist advice and guidance in order to manage commercial and sustainability risk, improve ways of working and drive efficiency, as evidenced by savings and overall value for money.
- Meet customer requirements by demonstrating best value for money, through compliance with category priorities and contracts, and by actively managing the marketplace through development of key strategies for supplier and contract management.
- Utilise market intelligence and performance data including benchmarking and horizon scanning to understand competitor standards and make improvements in service delivery accordingly to remain "best in field."

- Ensure that the procurement function provides a high-quality service to its customers. To define and use performance measures to identify areas for development and to implement service improvements.
- Be collaborative in their approach to their work, providing innovative solutions to complex issues encouraging a high-performance culture.
- Support the delivery of specific elements of the Procurement Strategy, to deliver best practice in procurement and contract management across the Council.
- Support the design and delivery of change initiatives throughout the Council.
- Provide support and guidance to the Assistant Commercial Specialists, ensuring appropriate skills are developed and applied, and that performance is managed effectively.
- Support on areas of policy or development including (but not limited to):
 - Relevant UK Procurement legislation (including updates from either specific policy updates or relevant case law)
 - Social Value
 - Carbon Reduction
 - Commercial and Procurement skills and capability across the Council
 - Data, Technology and e-Procurement
 - Best practice approaches.
 - Procurement Strategy and development plan (team focused)
 - Contract Management and Supplier Performance
 - Supporting the Council's financial ambitions as set out in its MTFP.
- Use, and promote where needed, the use of technology and systems to undertake the role.
- Ensure and promote compliance with relevant UK legislation, Council owned policies and decision-making protocols.

Enabling Responsibilities

Setting strategic direction

- Support the delivery of commercial pipelines/service plans ensuring that they are aligned to the Business Plan and the Council's financial ambitions.
- Link Directorate activities, suppliers, customers, and issues, to form a strategic approach that maximises benefit, and breaks down barriers.
- Input into the Procurement function in a diverse public or private sector organisation.
- Coordinate specific projects in a creative and innovative way, whilst ensuring compliance with the UK Procurement Legislation and any other relevant legislative or regulatory framework.
- Experience of delivering tangible results through procurement.

Ensuring effective governance

- Maintain and monitor performance against agreed goals and targets.
- Lead and coordinate specific projects in a creative and innovative way, whilst ensuring compliance with the UK Procurement Legislation and any other relevant legislative or regulatory framework.

- Exercise good judgement and willing to take responsibility for decisions, actions and choices made.

Person Specification

Specific qualifications, knowledge, and skills required for this role:

Essential

Qualifications

- Educated to degree level or able to demonstrate significant experience in a relevant role.
- The Chartered Institute of Purchasing & Supply - Level 6 Professional Diploma in Procurement and Supply (qualified, nearing completion or a willingness to undertake.)

Knowledge, Skills and Experience

- Substantial experience as a Procurement practitioner, in the application of knowledge and the specific requirements of the post.
- Substantial experience of influencing procurement decisions at a project level.
- Experience of undertaking and leading procurement exercises, demonstrating success in delivery.
- Transferrable experience of using procurement to deliver business objectives.
- Expert level knowledge of the Procurement Regulatory Framework & the UK procurement legislative process, market assessments, and applicable policy initiatives.
- Ability to develop a range of options.
- Ability to plan, prioritise and manage multiple and concurrent activities.
- Excellent knowledge of different contracts and commercial terms.

Engagement, Teamworking and Building Strong Relationships

- Build and maintain influential and collaborative relationships with internal customers to ensure awareness of the opportunities, risks and best practice relevant to procurement.
- Establish and maintain strong working relationships with both internal and external customers, suppliers and partners.
- Astute customer focus, ensuring that customer needs are balanced sustainably with the Council business plan and the Council's financial ambitions etc.
- Ability to build strong, raising the profile of procurement.
- Able to influence others via high quality verbal and written communication skills, together with the ability to deliver presentations.
- Act as a role model of organisational values
- Show exemplary behaviours of honesty, integrity, and ethics.

- Challenge others when they fail to act as role models.
- Combine confidence & resilience with humility & a willingness to learn.
- Acts as a mentor to others to improve performance and release potential.
- Ability to demystify and bring to life procurement, explaining concepts, issues and practices in layperson's terms to develop and engage others.
- Participate in the development of team plans and objectives.
- To be passionate and ambitious about our work.
- To be disciplined and focussed on prioritisation and delivery.
- To be trusted and professional in relationships with stakeholders, staff and their representatives.
- Take a common-sense approach to work, being responsible and accountable for actions.

Desirable

- Experience of undertaking high level and complex negotiations with supply partners.
- Understanding of procurement concepts, practices, governance & techniques, & maintenance of this through a range of interests & peer group interaction.
- Experience of undertaking successful negotiations to resolve commercial and contractual issues in a wide range of situations, and in a variety of relevant procurement areas.

Career graded posts

This post does not form part of a career grade.

Supporting information

Driving classification	
Occasional driver A valid UK driving licence is not required. Occasionally may need to travel to different locations in order to undertake the duties of the role.	<input checked="" type="checkbox"/>
Regular Driver Must hold a valid UK driving licence and have access to either their own car or a pool car in order to undertake the duties of the role, unless other forms of transport are available and viable to perform the role, including public transport, or unless a reasonable adjustment has been agreed.	<input type="checkbox"/>
Required Driver Must hold a valid UK driving licence and will drive a vehicle supplied by the Council in order to undertake the duties of the role.	<input type="checkbox"/>
Employees should refer to the Corporate Driving at Work policy for further information.	

Driving trigger points			
The trigger points set out below, regarding driving licence points and at-fault accidents, apply to all staff who drive on council business.			
Trigger Points	Corrective Driver Training Course or further action	Additional corrective training if appropriate or further action	
Points on driving licence	6	9	
Trigger Points	Discussion and advice on expected driving standards	Corrective Driver Training Course or further action	Additional corrective training if appropriate or further action
At fault accidents within a two-year period (whether work or personal)	1	2	3
<p>Job applicants who drive must have 9 or less points on their driving licence, and must have less than 4 at fault accidents within a two-year period. If they meet the trigger points, they will be subject to the actions outlined in the table above.</p> <p>If holding a valid licence, occasional drivers will need to declare penalty points and no-fault accidents as requested. Depending on the role, decisions as to whether this might either affect appointment or require corrective driver training, will be made case by case.</p>			

Political restriction	
This role is politically restricted. The job holder is not permitted to undertake political activity involving standing for election as a member of parliament, as a member of the Scottish or Welsh Parliaments, or a local councillor. The job holder is furthermore not permitted to canvass on behalf of a political party or a person who is already, or who seeks to be, a candidate. In addition, they may not speak to the public or publish any written or artistic work that could give the impression they are advocating support for a political party	<input type="checkbox"/>

This role is not politically restricted	<input checked="" type="checkbox"/>
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Professional fees and related occupational costs	
As part of this role, or to support professional development, the job holder is required to be a member of a professional body or association. The job holder is responsible for payment of all professional fees, memberships, registrations or subscriptions and no reimbursement or contribution towards these will be provided by the council	<input checked="" type="checkbox"/>
This role does not have any professional or occupational membership requirements	<input type="checkbox"/>

Clearances – Disclosure & Barring Service (DBS)	
This role will be engaged in 'regulated activity' providing specific services relating to children or vulnerable adults and is subject to a Disclosure from the Disclosure and Barring Service.	<input type="checkbox"/>
This role is exempt from the Rehabilitation of Offenders Act 1974 and will require an Enhanced DBS check before appointment can be confirmed.	<input type="checkbox"/>
This role is exempt from the Rehabilitation of Offenders Act 1974 and will require a Standard DBS check	<input type="checkbox"/>
The role requires a Basic DBS check to check for convictions and cautions that are considered to be unspent under the terms of the Rehabilitation of Offenders Act 1974.	<input type="checkbox"/>
This role is not subject to a Disclosure from the Disclosure and Barring Service in order to undertake the duties of the role.	<input checked="" type="checkbox"/>

Clearances – Baseline Personnel Security Standard (BPSS)	
This role requires access to the UK government Public Services Network (PSN) and is subject to a BPSS check	<input type="checkbox"/>
This role is not subject to a BPSS check	<input checked="" type="checkbox"/>

Clearances – Non-Police Personnel Vetting (NPPV)	
This role requires working in partnership with the police, and/or having access to Police related systems and is subject to a NPPV check at level 2* . (*regular access to police premises and police information, intelligence and financial or operational assets. Occasional access to those deemed 'secret').	<input type="checkbox"/>
This role requires working in partnership with the police, and/or having access to Police related systems and is subject to a NPPV check at level 3* (*regular unsupervised access to police premises and/or access to police information and/or information systems and/or hard copy material either on police premises or by remote access up to "secret" level. A level 3 includes a check on you, your spouse/partner, co-residents, and all family members).	<input type="checkbox"/>
This role is not subject to a NPPV check	<input checked="" type="checkbox"/>

Safeguarding	
For all roles within Children's Services. Wiltshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and all staff are expected to share this commitment. You will be expected to report any concerns relating to	<input type="checkbox"/>

<p>the safeguarding of children, young people or vulnerable adults in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children, young people or vulnerable adults gives cause for concern, the council's agreed child protection/vulnerable adults protection procedures will be followed.</p>	
<p>For all roles within Adult Social Services. Wiltshire Council is committed to safeguarding and promoting the welfare of vulnerable adults and all staff working for the council are expected to share a commitment to this. You will be expected to report any concerns relating to the possible abuse of a vulnerable adult in accordance with the agreed interagency safeguarding adults' procedures. If your own conduct in relation to the safeguarding of vulnerable adults gives cause for concern, the council's agreed interagency safeguarding adults' procedures will be followed, alongside implementation of the council's disciplinary procedure. The job holder is accountable for their safeguarding of vulnerable adult responsibilities to their line manager.</p>	<input type="checkbox"/>
<p>For all other roles within the council. Wiltshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and all staff are expected to share this commitment. You will be expected to report any concerns relating to the safeguarding of children, young people or vulnerable adults in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children, young people or vulnerable adults gives cause for concern, the council's agreed child protection/vulnerable adults protection procedures will be followed.</p>	<input checked="" type="checkbox"/>