WOKINGHAM BOROUGH COUNCIL	**Job Description**			Job Reference
				711960
Job Title	Procurement and Contracts Manager			
Service	Finance	Team	Procurement, Contracts and Commercialisation	
Location	Hybrid working/Shute End			
Reports to	Head of Procurement, Contracts and Commercialisation			
Responsible for				
Grade	Type of position:			Date
11	Permanent			July 2024

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.

Service Purpose

To manage the service team that provides procurement and contract management advice, guidance and support to procuring and contracting services of the Council.

Purpose of the role

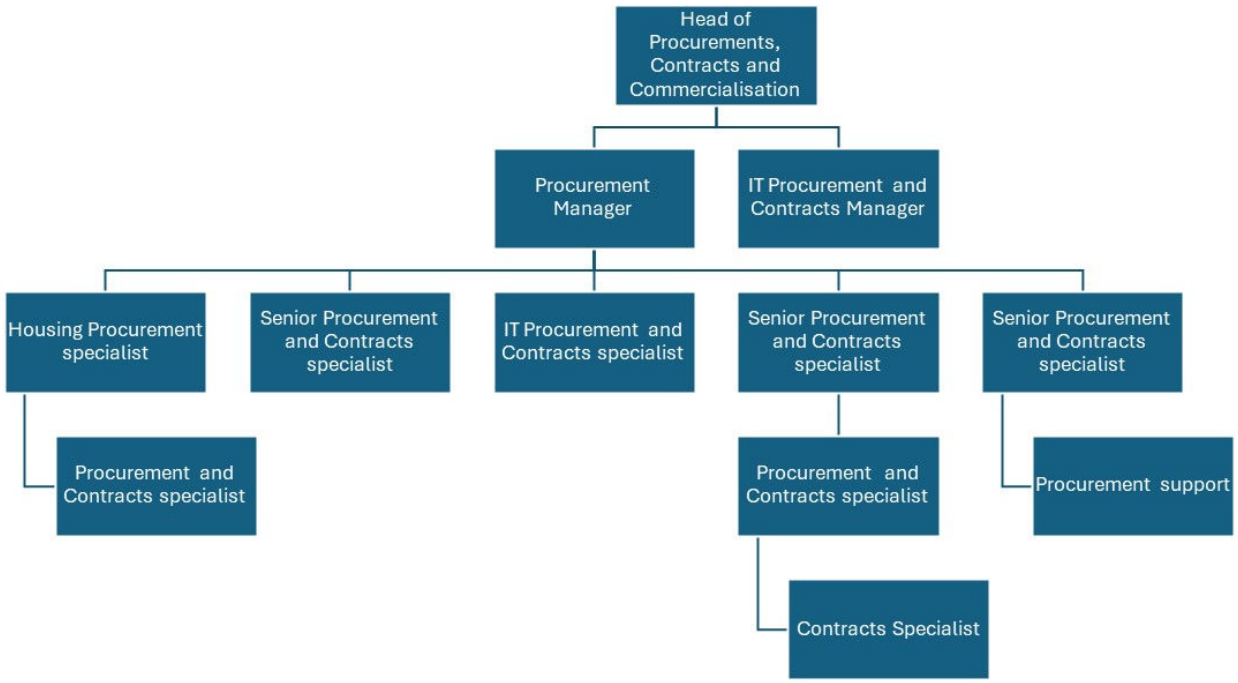
- Provide functional and/or operational leadership for senior procurement specialists ensuring the provision of professional services that meet customer needs.
- Acting as member of corporate project teams - providing specialist advice and input
- Contributing to strategy, performance and quality control, and service and financial planning for specialist area(s)
- Working collaboratively with colleagues across the organisation, Members and managing key relationships e.g. with members, partners, other stakeholders
- Assisting the development of, and ongoing operation of, the Procurement and Contracts Centre of Excellence promoting best practice across the organisation.
- Promotion of best practice in procurement and contract management across all services in the Council through issuance of guidance and training as required.

Main Accountabilities

1	Manage a team of procurement professionals in the delivery of the Council's Procurement

	Strategy
2	Operate the Council's Procurement Centre of Excellence
3	Ensure best practice in procurement and contract management is adhered to across the Council.
4	Provide technical assurance and develop internal standards, policies and procedures within the specialist/category area.
5	Working collaboratively across the organisation to undertake the provision of guidance, advice, training and where required manage the hands-on support from the specialists to services within the Council
6	Ensure the team is current with developments in legislation and best practice relevant to professional area, and develop proposals for organisational improvement as appropriate to level.
7	Applying knowledge to lead projects around major procurements within the Council.
8	Contribute to the development of corporate policy, strategy and plans including responding to legislative and guidance changes on procurement and contract management
9	Working within statutory Council and Government guidelines and ensuring full statutory compliance in the delivery of the service.
10	Ensure delivery and management of those corporate contracts under direct control of the Procurement Team.
Supervision Received	Reports into the Head of Procurement, Contracts and Commercialisation. Receives general guidance and support, as required.
Supervision Given	Supervision of Senior Procurement and Contracts specialists
Contacts & Working Relationships	Liaison and communication with the all departments across the organisation, Senior Management, Suppliers/Contractors and other relevant internal/external stakeholders.
Management of resources or budget	None
Special Factors	None

Organisation Chart



Person Specification

Focus on describing the qualifications, skills, knowledge and experience an individual will require to successfully undertake the role. These should be split between essential and desirable.

Qualifications	**Essential**	**Desirable**
	Relevant qualifications or equivalent experience in the specialist area	Membership of relevant professional body
	Evidence of continuous personal and professional development	
Technical Skills.	**Essential**	**Desirable**
.	Good IT skills including office software such as Microsoft Word, Outlook, PowerPoint and Excel	An understanding of large, complex and political organisations
	Well developed written and verbal communication skills with an ability	An understanding of the principles of project and

	to articulate strategic thinking Presentation skills, able to engage an audience Effective strategy and report writing skills, able to make recommendations for decision making	programme management
	Ability to actively listen in order to extract and assess the important information, ask pertinent questions in order to seek clarification Able to interrogate & analyse data and information	
Knowledge & Experience	**Essential**	**Desirable**
.	Experience in undertaking commissioning activities overseeing all elements of the commissioning cycle	Experience of supporting the development and delivery of policies and strategies
	Knowledge and experience of the Category areas, and working in a political environment, with understanding of the issues for local authorities and service users	Experience of working in a matrix management environment, where cross-team and cross-organisation working are essential
Experience	Experience of delivering projects to achieve strategic goals and service improvements with evidence of success in achieving targets and managing performance	
	Experience of writing effective briefings and strategic documents	
	Experience of successfully resolving complex cases that require an	

	element of judgement	
	Well developed working knowledge of the political landscape, legislative frameworks, and regional and national drivers surrounding the area of specialism	
	Experience of identifying, developing and delivery of opportunities for improving the service	
	Experience of negotiating and influencing with external stakeholders in order to deliver strategic outcomes	
Other	**Essential**	**Desirable**
.	N/A	

Completed by:	Clare Priest	**Date: July 2024**	