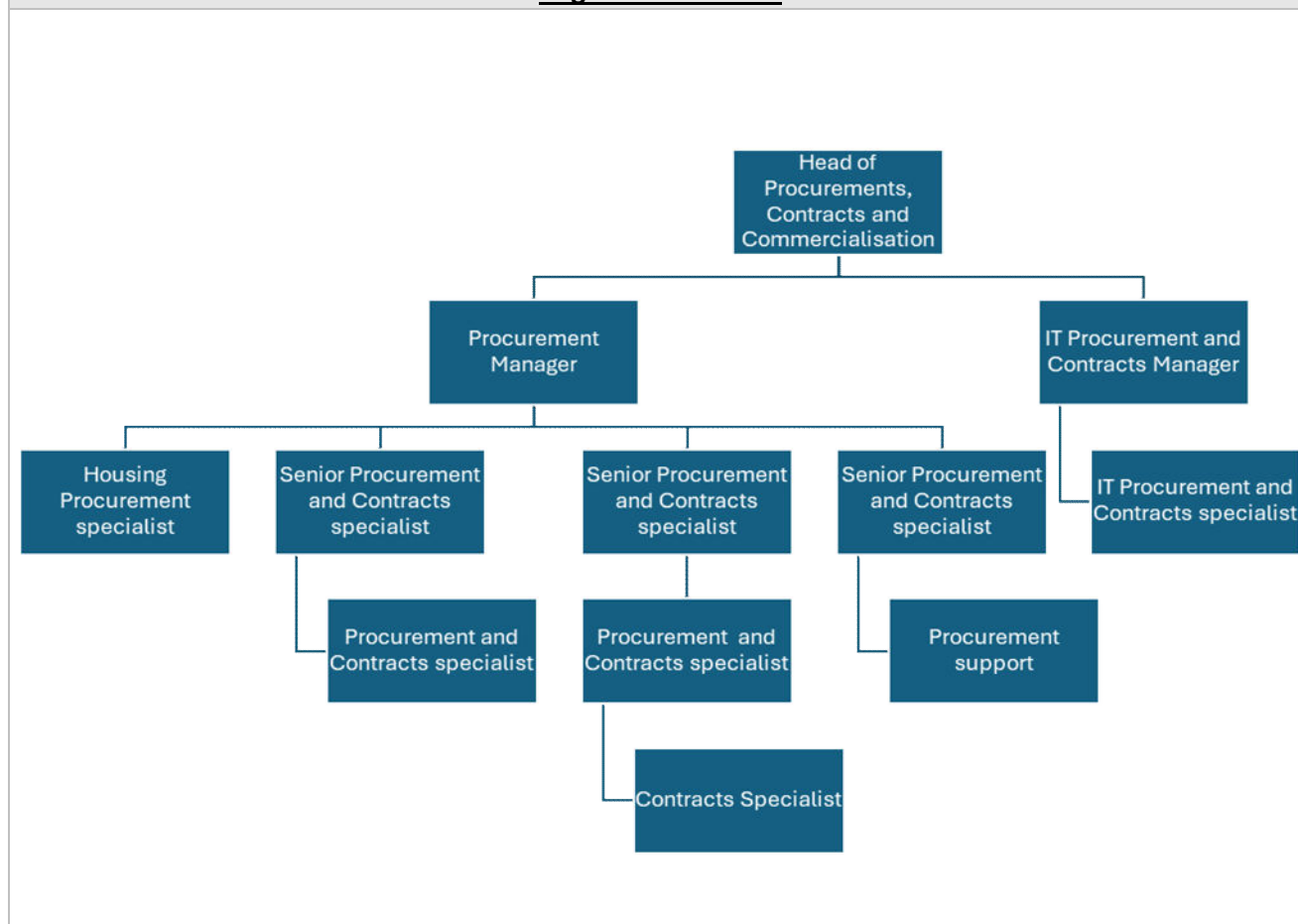
 WOKINGHAM BOROUGH COUNCIL	Job Description		Job Reference
			712981
Job Title	IT Procurement and Contracts Manager		
Service	Finance	Team	Procurement, Contracts and Commercialisation
Location	Hybrid working/Shute End		
Reports to	Head of Procurement, Contracts and Commercialisation		
Responsible for	N/A		
Grade	Type of position:		Date
11	Fixed term contract – 18 months		May 2024
<p>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.</p>			
<u>Service Purpose</u>			
To provide specialist advice in support of procurement, contract management and commercial initiatives in relation to IT contracts.			
<u>Purpose of the role</u>			
<ul style="list-style-type: none">• Provide functional and/or operational support and leadership to the IT Procurement and Contracts Specialist ensuring the provision of professional services that meet customer needs.• Acting as member of corporate IT project teams - providing specialist advice and input• Contributing to IT strategy, performance and quality control, and service and financial planning• 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, Contracts and Commercialisation Team promoting best practice across the organization in relation to IT procurement and contract management.			
<u>Main Accountabilities</u>			
1	Provide functional and/or operational support to procurement professionals in the		

	delivery of the Council's IT Procurement Strategy.
2	Act as a member of the Procurement, contracts and commercialisation management team and lead in the operation of the service.
3	Ensure best practice in IT 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 to the IT Procurement and contract specialist and to services including IT, 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 IT 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	Line management and mentoring to the IT Procurement and Contract specialist

Contacts & Working Relationships	Liaison and communication with the Council's IT Service area and all departments across the organisation where IT is relevant, 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 to articulate strategic thinking Presentation skills, able to engage an audience Effective strategy and report writing skills, able to make recommendations for decision making	An understanding of the principles of project and 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	Essential	Desirable
.	Knowledge and experience of the IT Category, and working in a political environment, with understanding of the issues for local authorities and service users	
	Well developed working knowledge of the political landscape, legislative frameworks, and regional and national drivers surrounding the area of specialism	
Experience	Essential	Desirable
	Experience in undertaking IT procurement/commissioning activities overseeing all elements of the commissioning cycle	Experience of supporting the development and delivery of policies and strategies

	Experience of delivering projects to achieve strategic goals and service improvements with evidence of success in achieving targets and managing performance	Experience of working in a matrix management environment, where cross- team and cross-organisation working are essential
	Experience of writing effective briefings and strategic documents	
	Experience of successfully resolving complex cases that require an element of judgement	
	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	
	Proven experience of delivering savings through contract management and negotiation	
	Experience of translating technical requirements into meaningful market engagement documents	
Other	Essential	Desirable
.	N/A	
Completed by:	Clare Priest	Date: May 2024