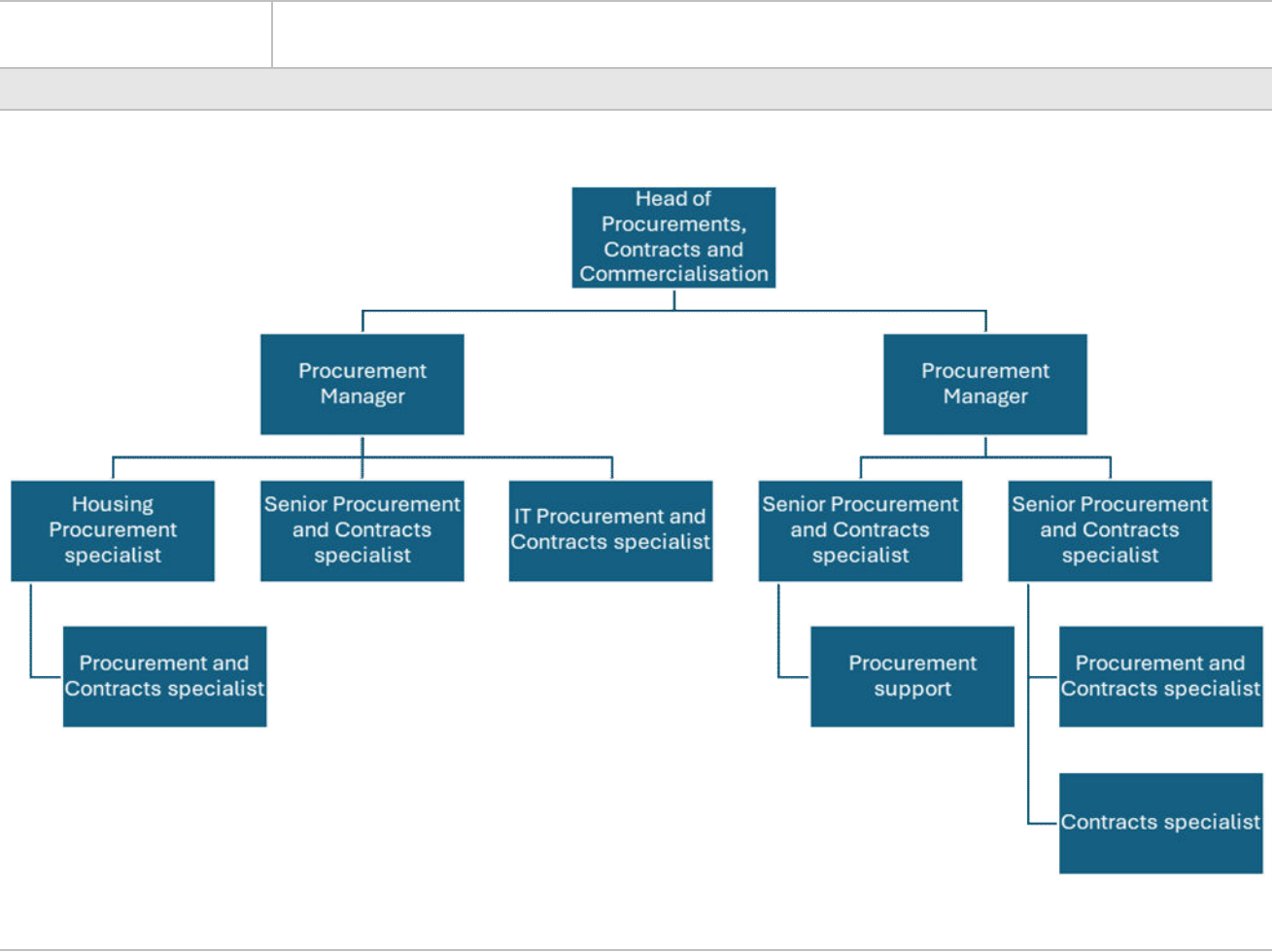
 WOKINGHAM BOROUGH COUNCIL	Job Description		Job Reference
			712349
Job Title	IT Procurement and Contracts Specialist		
Service	Resource and Assets	Team	Procurement and Contracts
Location	Shute End, Wokingham/ Home Working		
Reports to	Contracts and Procurement Manager		
Responsible for	NA		
Grade	Type of position:		Date
Grade 9/10	Permanent/Full Time		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>			
<p align="center"><u>Service Purpose</u></p>			
<p>To provide specialist advice in support of procurement, contract management and commercial initiatives in relation to IT contracts.</p>			
<p align="center"><u>Purpose of the role</u></p>			
<p>To provide specialist procurement advice and contract management, focussing on IT contracts. To support the corporate strategy and priorities, ensuring these are based on evidence and align with the Council's aims. Ensuring services, programmes, projects, and employees are working towards a common set of outcomes as specified in the Corporate Plan and IT Service Plan. Activity may include:</p> <ul style="list-style-type: none"> • Procurement and Contract management – providing specialist procurement and contract management advice and support, developing performance management and maintaining the Councils Procurement and Contract Rules and Procedures in compliance with UK law. • Develop and support the monitoring, implement and delivery of the Councils IT strategy and policies working closing with Council colleagues including IT colleagues. • Develop an organisation wide performance management framework, including highlighting procurement and contract risks and opportunities, coordinate performance data from strategy, commissioning and services, providing related support and advice. • Innovation – exploring innovative ways to delivery the Council's Plan outcomes. 			
<p align="center">Main Accountabilities</p>			
<p>Service Accountability</p>			
1	Having a good understanding of procurement and contract management in relation to IT contracts, including leading the development of the Council's specialist approach to IT.		
2	Working collaboratively across the organization, IT and with the Procurement Manager to undertake intelligence gathering; developing, commissioning, and analysing an evidence base; strategy and policy development; market shaping; service design and commissioning; procurement; budget and strategic and/or operational contract		

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	management; contract negotiation, quality assurance and performance review as required within the category areas.
3	Working collaboration with operational managers and colleagues to agree strategy, direction of travel, service outcomes and performance management of external providers.
4	Applying specialist knowledge to support and lead projects, and contributing to the development of corporate policy, strategy and plans including responding to legislative and guidance changes.
5	Working within the statutory, Council and Government guidelines and ensuring statutory compliance in the delivery of the service.
6	Providing specialist advice and input to the development and deliver for procurement and contract management policy and strategy, working with other specialist areas and corporate services to ensure a corporate and collaborative approach. Leading and participating in corporate or service area project teams.
7	Providing specialist procurement and contract management advice and input to the commissioning cycle, procurement, commissioning and contract management.
8	As applicable, undertaking procurement, commissioning and contract management responsibilities, drawing on support of other senior specialist procurement and contract management resource.
9	Maintaining and updating the knowledge of the service throughout the organisation, including the updating of policy and practice, developing best practice and contributing to continuous improvement in service delivery.
10	Solving problems and managing cases, taking decisions, applying discretion and judgement in relation to the policy guidelines within agreed parameters.
11	Ensuring effective stakeholder management, developing, managing, and supporting external partnerships/relations, and working with key internal stakeholders to ensure a responsive and proactive delivery of the service that delivers the Council's outcomes and meets customer needs.
12	Contributing to performance and quality control, and service and financial planning for areas of IT. Contract management and provider negotiations with external stakeholders to meet the needs of the Council and ensure best value.
Supervision Received	Reports into Procurement and Contracts Manager. Receives general guidance and support, as required.
Supervision Given	
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	

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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 (i.e CIPS)
	Evidence of continuous personal and professional development	
Technical Skills	Essential	Desirable
List the technical skills and level of proficiency required to carry out the	Good IT skills including office software such as Microsoft Word,	An understanding of large, complex, and political

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<i>role.</i>	Outlook, PowerPoint and Excel.	organisations
	Well-developed written and verbal communication skills with an ability to articulate strategic thinking including presentation skills, strategy and report writing skills and the ability to make recommendations for decision making	Knowledge of public sector software and hardware markets.
	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 of identifying, developing and delivery of opportunities for improving the service.	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	Essential	Desirable
	Experience of delivering projects to achieve strategic goals and service improvements with evidence of success in achieving targets and managing performance	Experience of supporting the development and delivery of policies and strategies
	Experience of negotiating and influencing with external stakeholders in order to deliver strategic outcomes	Experience in undertaking commissioning and procurement activities overseeing all elements of the procurement lifecycle
	Experience of successfully resolving complex cases that require an element of judgement.	Working knowledge of the political landscape, legislative frameworks, and regional and national drivers surrounding the area of specialism
	Experience of working in a matrix management environment, where cross-team and cross-organisation working are essential	

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Completed by:	Sally Brown, Procurement and Contracts Manager	Date: 10/04/2024
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