

JOB DESCRIPTION

Job Title: Assistant Director, Procurement Specialist
Reports to: Director, Commercial and Procurement
Grade: Assistant Director, Procurement Specialist (JNC) BO1

Introduction:

Birmingham is a city in transition. Like many other areas, Birmingham is facing unprecedented financial challenges, along with ever-growing and evolving community needs. The economic pressures underpin our drive and commitment to safeguard and enhance the wellbeing of our citizens. We recognise the huge task ahead, but we also firmly believe in the potential for transformation and progress.

As a key part of our forward drive, Birmingham City Council is now seeking a vibrant and bold individual who evidences demonstrable subject expertise, and robust leadership in the delivery of vital enabling core services.

Our Commercial and Procurement functions have the ability to influence and deliver maximum value for the goods and services used every day by our council's teams, across the city. The Assistant Director, Procurement Specialist will implement and embed an ambitious revised procurement approach; as part of a newly devised Commercial and Procurement Future Target Operating Model, that delivers tangible benefits for Birmingham citizens.

Your ability to collaborate, innovate, think strategically, show resilience and be focused on delivery are fundamental as we strive to drive efficiencies that redefine our future.

Job Purpose:

The Assistant Director, Procurement Specialist provides strategic oversight and accountability for the procurement element of the Commercial and Procurement Service. As a new role for the council, it seeks to ensure that the procurement service delivers strategic and operational outcomes through a new target operating model. Leading the organisations delivery against the National Procurement Policy Statement, and adherence to the Procurement Act 2023, the new way of working will drive efficiencies through best practice procurement, whilst establishing a collaborative and effective culture between directorates and the highly skilled and specialist procurement teams.

Key purpose is to:

- Lead a professionally recognised procurement service that works collaboratively and proactively internally and externally, to better understand the role of procurement in delivering impactful outcomes for the citizens of Birmingham.
- Be the lead procurement professional with responsibility for the organisations procurement strategy, clearly aligning it to the Council Plan and other key transformation programmes, highlighting the importance, dependencies and inter-relationship of these key plans.
- Lead the implementation of a revised future target operating model for Birmingham City Council's procurement service, embedding fresh thinking through frameworks, sourcing and specialist teams, supported by a robust strategic category management team.
- Advise colleagues and other stakeholders on the impact of delivering the Council Plan through market or environmental change issues affecting the supply chain and risk mitigation opportunities, proactively influencing the policy development process.
- Deliver best practice procurement advice to elected members, senior leaders, staff and partners, ensuring effective compliance, transparency and championing the contribution of procurement to improving outcomes, through the definitions of the City Vision, the future generations act, well-being and social value impacts.
- Lead and inspire teams of professional and technical staff, in line with industry standards, ensuring their deployment, motivation, continuous professional development and performance management across a comprehensive range of procurement activities.
- Prepare, analyse, interpret, and investigate tender data, challenging suppliers' proposals, presenting the whole life cycle costs to the customers for consideration.

- Create and embed a robust system that ensures contracts are well drafted, appropriate, and future proofed for the intended purpose, including an appropriate risk profile for both BCC and suppliers.
- Lead complex and high value negotiations and finalising major deals, influencing innovation, design, supply chain development and cost/value awareness through early customer/client engagement in strategy and specification development; achieving robust, cost-efficient, and contractual arrangements that represent best value for money.
- Lead the organisation to become more efficient at the same time as continuing delivery of quality and innovative services from suppliers and partners, that achieve outcomes for the communities of Birmingham.
- Working directly with the Commercial Operations Team to contribute information and insight that delivers and manages robust business intelligence, reporting, and proactive supplier stakeholder engagement including the development of sustainable supply chains.
- Proactively participate as a key member of the Commercial and Procurement Senior Leadership Team.

Key Accountabilities:

Strategic Responsibilities:

- Lead on the drafting and publication of the council's long-term procurement strategy, in line with relevant legislation and regulations, and government policy; aligning with the council plan and corporate priorities, whilst maximising social value, partnership opportunities and other strategic considerations.
- Ensure that factors of performance management are implemented into the agreed procurement strategy objectives and cascaded throughout the organisation.
- Lead the development of a data driven / evidence-led strategic procurement approach for the council that maximises opportunities presented by the market and is aligned to the organisational priorities, ensuring compliance with relevant legislation.
- Drive the organisations approach to the Wellbeing and Social Value Impacts across environmental sustainability, economic stability, and social equity, ensuring lasting outcomes for Birmingham and its future generations
- Lead the ongoing professionalisation of the procurement service, to recognised industry standards, ensuring staff have the necessary skills and competencies, encouraging and enabling the progression of procurement staff through training and identified continuous professional development.
- Act as a strategic advisor to the organisation on procurement legislation and subject matter expert on process and key related matters, ensuring the council is compliant with relevant procurement legislation.
- Work in a proactive and collaborative manner with all elected members, senior management and staff, leading with best practice behaviours and demonstrating our organisational values.
- Establish and embed a high performing culture, and evidence led approach across the procurement service, ensuring reporting of service level goals, publishing key performance indicators and monitoring customer satisfaction for ongoing improvement.
- Support the council's commitment to equal opportunities and promote non-discriminatory practices in all aspects of work undertaken.
- Contribute to the maintenance of the highest standards of professional practice and take responsibility for personal development and maintaining knowledge of legal developments and industry led best practice.
- Support good financial planning and delivery of spend within the procurement service budget.
- Deputise for the Director, Commercial and Procurement Services, as required.

Leadership & Management Responsibilities:

- Inspire, lead, motivate and manage a diverse team of procurement professionals and subject experts through a period of change, and implementation of a revised model of working.
- Demonstrate leadership behaviours that overtly promotes the consideration of issues such as integrity, anti-corruption, ethics, third party due diligence, trade compliance and administration.
- Drive a service that provides best practice delivery, timely support and proactive guidance to all colleagues across the council.
- Provide clear leadership, knowledge and understanding across a variety of complex procurement work streams, often needing to shift between multiple areas of focus, and at pace.
- Provide clear leadership to deliver the council's strategic priorities and meet the council's financial targets, as a member of the Directorates Senior Leadership Team.
- Co-produce a clear vision for the procurement service, enabling collaboration and input from all service colleagues. Establish an identity for service delivery that includes flexible and responsive ways of working,

enhanced use of technology, promotes an inclusive and diverse culture, and encourages high levels of employee engagement and wellbeing.

- Lead the procurement senior management team to ensure they are collectively and individually clear on the service vision and key priorities. Translating the City Vision missions and council's corporate priorities for staff by setting clear and concise direction for their teams, which allows individual objectives to confirm their contribution to the strategic priorities and identifies training and development needs.
- Introduce, embed and manage processes and procedures that drive delivery through service planning, regular associated performance reporting, on service owned targets and related SLAs.
- Drive, develop and monitor a continuous service improvement approach to the identification of performance issues, root cause analysis, and implementation of corrective actions. Ensuring that lessons learned are built into processes to minimise the potential for future performance issues and resolve the need for escalation.
- Embed effective good practice in individual performance management, staff development and team communication.
- Embody and embed a 'one council' collaborative approach to working across the organisation, to avoid siloed, single division or service area approaches, and deliver more effective joined up procurement outcomes.
- Function as an ambassador for the council, promoting both internally and externally, the council's vision, strategic aims and values, with particular reference to the role of robust procurement practice.
- Be a champion of the Council's approach to equality, diversity, inclusion and beliefs.

These duties are neither exclusive nor exhaustive and you may be expected to undertake duties and responsibilities, as directed by the Chief Executive.

This is a politically restricted post in accordance with Section 2(1) (b) of the Local Government and Housing Act 1989.

PERSON SPECIFICATION

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Requirements: Evidenced by:

a: Application form

b: Test

c: Interview

Criteria tested at:	Application	Test	Interview
Qualifications and training... MCIPS or alternative qualification. Degree level or equivalent education. Hold a recognised professional qualification. Evidence of continuing professional development.	X X X X		X
Experience... - Demonstrable procurement leadership and management experience within a political environment, with a proven ability to lead, motivate and develop procurement functions and improve the performance of teams and individuals. - Strong experience of developing procurement strategy, policy and procedures that comply with relevant legislation, and were implemented with supporting and developmental improvement frameworks with transparent, robust performance measures. - Broad, in-depth experience in procurement, including relevant operational experience across frameworks, sourcing, specialist areas and strategic category management. - Demonstrable wide exposure to complex procurement practices gained working at a senior level within a large, complex organisation. - Demonstrates extensive knowledge and experience of when and how to engage in complex negotiations across multiple projects and programmes. - Proven track record of delivering against ambitious efficiency targets and helping (local government) services achieve impactful outcomes. - Excellent understanding and ability to develop and implement effective performance management and quality assurance frameworks, that drive performance, within a procurement context, delivering to wider corporate priorities. - A robust understanding and commitment to service improvement through quantitative and qualitative data, and effective customer and citizen engagement. - Demonstrable experience of service redesign and change management that delivery improved ways of working.	X X X X X X X X X X	X X X X X X X X X X	X X X X X X X X X X

