

Procurement Manager: Responsible Procurement

<p>What we value at Westminster</p>	<p>Westminster City Council believes in creating a City for All where people are born into a supportive and safe environment, grow and learn throughout their lives, build fantastic careers in world-leading industries, have access to high quality, affordable homes and retire into the community with dignity and pride.</p> <p>We work together to adapt to the changing needs of our communities – resulting in a dynamic atmosphere where ambition, diversity and creativity are celebrated.</p>
<p>Our culture</p>	<p>At Westminster we have a culture of openness, transparency and integrity – where everyone has the opportunity to thrive and develop to be the very best.</p> <p>The Westminster Way is the council’s commitment to our staff and is underpinned by three pillars:</p> <ul style="list-style-type: none"> • Personal development: Everyone has talent. We want everyone to thrive at Westminster and so we take the time to nurture talent – coaching and mentoring our people to be the very best. • Value our people and diversity: Everyone is valued. We embrace our differences, to bring new perspectives to the future challenges of our city. • The Westminster Way of working: Everyone is a leader. At Westminster we encourage everyone to develop themselves to have a growth mindset and an outward looking approach to provide the best service to our residents, businesses and visitors. We champion modern and agile working and an open and transparent outlook to the way we work. <p>In order to do the very best for our communities, we believe that our workforce should be representative of the people we work on behalf of, our residents. That’s why at Westminster we celebrate and embrace our differences.</p> <p>We are passionate about creating a workplace where all can thrive, and where every single person has the opportunity to develop, grow and to be valued for their contribution.</p>
<p>Portfolio/responsibilities of this role</p>	<p>Working as part of the Council’s Procurement Service as a Responsible Procurement expert you will use your knowledge and expertise to provide the advice, processes and ways of working that will enable the Procurement Service, its customers, internal stakeholders and external suppliers and markets to secure the best social, economic and environmental outcomes.</p> <p>Success will depend on the development of critical relationships at all levels, particularly with directors, members, senior managers, business partners, other and other subject matter experts within the service and across the Council.</p>

You will be expected to build credibility by demonstrating a high level of business, procurement and policy knowledge across all aspects of Responsible Procurement and use this to provide pragmatic advice, strategies, policy frameworks and ways of working that enable all stakeholders to 'do the right thing' easily and well. You will use your influence and leadership skills to support the delivery of discreet projects or programs and challenge or create a mandate to implement initiatives that will improve the capability of the procurement service, reduce risk and improve 'good practice' across the council more widely.

Specifically, you will:

- On behalf of the Procurement Service, own the development and application of the Responsible Procurement Strategy and related policies (such as Living Wage, Modern Slavery, Ethical Code, Social Value, Climate Emergency, Supply Chain Accountability) , providing guidance and ways of working that take account of external legislation and good practice as required;
- Provide the information assurance, knowledge management and analytical resource to support the development, application and communication of new policies, processes and ways of working;
- Provide advice and guidance to commissioners, business managers, policy officers and others in the procurement service with governance and commercial aspects of their procurement activities;
- Support other colleagues in the Policy & Performance team;
- Ensure that the Procurement Service complies with internal policies, standards and assurance thresholds (for example Gate Quality thresholds);
- Ensure that the Procurement Service complies with external legislation, policies and guidance and respond to external queries such as those arising under FOI;
- Provide the framework for developing skills and knowledge to maximise the potential of all staff within the Procurement Service and more widely across the Council (including the mentoring and development of apprentices that may be allocated to you);
- Represent the Commercial Service in collaborative discussions or forums relating to policies, legislative development and benchmarking;
- Provide corporate assurance that the tendering and contract management processes are delivering the intended outcomes (both corporate and customer) and that the Council's performance compares to favourably to external comparators;
- Manage junior colleagues and apprentices as required;

Budget Responsibilities

No budgetary responsibility.

	<p>Staffing: Management of up to 2 direct reports (mentoring apprentices) plus matrix management of key service and client relationships.</p> <p>Procurement: none.</p> <p>Other: Tracking and reporting of Procurement Service performance and deliverables (e.g. savings targets, compliance, risk register).</p>
<p>What do we expect this role to achieve?</p>	<p>Maintain and enhance Westminster Councils leading position in the development and implementation of Responsible Procurement Practice;</p> <p>A coherent policy framework for the implementation of responsible procurement practice across the Council;</p> <p>Develop and embed a culture of continuous improvement and learning, through both formal and informal means;</p> <p>Deployment of related policies and advice in an uncomplicated, easy to understand and actionable way;</p> <p>Provide data, information and resources to support, inform and influence decision making;</p> <p>Help others deliver better procurement and contract outcomes (e.g. including social value and efficiency savings);</p> <p>Promote skills and capability development within the Procurement Service and across the wider council;</p> <p>Provide constructive challenge and motivation to continuously improve the performance of the Procurement Service.</p>
<p>Band/Salary range</p>	<p>Band 4</p>
<p>Work style</p>	<p>Agile</p>

<p>Your manager & team</p>	<p>The post holder reports to the Senior Procurement Manager (Policy, Performance and Systems) Post SPM-2.</p> <table border="1" data-bbox="486 353 1305 761"> <thead> <tr> <th>Role</th> <th>Band</th> <th>Posts</th> <th>Structure</th> </tr> </thead> <tbody> <tr> <td>Director</td> <td>6</td> <td>1</td> <td>Director of Commercial Partnerships</td> </tr> <tr> <td>Senior Commercial Manager/Business Partner Senior Procurement Manager</td> <td>5</td> <td>3</td> <td>GPH, CMC, ASC,CS,PH, SPM DEL, SPM PPS, SPM CM</td> </tr> <tr> <td>Senior Commercial Specialist</td> <td>4</td> <td>4</td> <td>SCS1, SCS2, SCS3, SCS4</td> </tr> <tr> <td>Commercial Manager T/S PM Policy Perf & Resp. Proc PM Systems Contract Manager</td> <td>4</td> <td>8</td> <td>CM x 8, PM PPS, PM RP, PM SYS, PMCM, PMCM</td> </tr> <tr> <td>Senior Commercial Officer T/S SPO Analyst SPO Systems SPO Customer & Supplier Man.</td> <td>3</td> <td>7</td> <td>SCO x 7, SPO SYS, SPO CSM, SPO Analyst x 2</td> </tr> <tr> <td>Commercial Officer T/S PO Contract Management PO Policy</td> <td>2</td> <td>2</td> <td>CO1 x 2, PO P&P, PO CM x 1</td> </tr> <tr> <td>Apprentice</td> <td>App.</td> <td>3</td> <td>App1, App2, App3</td> </tr> </tbody> </table> <p>Up to 2 Direct reports, Procurement Officer and an Apprentices with significant and extensive influence within a matrix style of management within the service and across the business.</p>	Role	Band	Posts	Structure	Director	6	1	Director of Commercial Partnerships	Senior Commercial Manager/Business Partner Senior Procurement Manager	5	3	GPH, CMC, ASC,CS,PH, SPM DEL, SPM PPS, SPM CM	Senior Commercial Specialist	4	4	SCS1, SCS2, SCS3, SCS4	Commercial Manager T/S PM Policy Perf & Resp. Proc PM Systems Contract Manager	4	8	CM x 8, PM PPS, PM RP, PM SYS, PMCM, PMCM	Senior Commercial Officer T/S SPO Analyst SPO Systems SPO Customer & Supplier Man.	3	7	SCO x 7, SPO SYS, SPO CSM, SPO Analyst x 2	Commercial Officer T/S PO Contract Management PO Policy	2	2	CO1 x 2, PO P&P, PO CM x 1	Apprentice	App.	3	App1, App2, App3
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<p>Experience</p>	<p>Built and maintained productive relationships, including those with key stakeholders and external organisations;</p> <p>Influenced and created a mandate for change in complex environments, often with ambiguous or non-hierarchical reporting structures.;</p> <p>Worked with limited direct supervision and able to balance short medium- and long-term priorities.</p> <p>Used information, data and analytical approaches to create insights that lead to better commercial, procurement or operational outcomes;</p> <p>Has a comprehensive grasp of the technical aspects of procurement and an ability to apply this knowledge in a pragmatic way to improve the performance of the service and the council.</p>																																

<p>Skills & Behaviours</p>	<p>Key skills</p> <ul style="list-style-type: none"> • Extensive commercial skills, procurement knowledge and an awareness of emerging best practice in areas of specialism (e.g. sustainability, social value, modern slavery); • Excellent written and verbal communication skills including report writing and language to convey convincing ideas and arguments. The ability to simplify technical and complex information. • Ability to translate and codify business activity; • Proven delivery skills and experience of working to tight, pressurised deadlines in complex matrix managed organisations; • Knowledge of public sector procurement regulations and at least a good/expert understanding of contract law, risk management and contract management; • Be able to prioritise and adapt medium to long term plans in the light of short-term pressures without compromising on the integrity of the advice provided or the wider value for money contribution. <p>Key behaviours</p> <ul style="list-style-type: none"> • Ability to manage conflict effectively and to motivate people within a change environment; • The ability to apply personal judgement objectively to complex/ambiguous situations whilst maintaining personal and professional integrity at all times; • Ability to think strategically and tactically in order to deliver outcomes in a coherent way; • Demonstrate strong political awareness; • Have an excellent grasp of the broad policy and financial context affecting the Council and the service areas • Ability to influence at a senior level, including facilitating joint decision making and building productive relationships between business units other organisations or external suppliers; • Ability to encourage, develop and mentor team colleagues; • Ability to challenge constructively and influence effectively; • Emotional resilience.
	<p>Qualifications</p> <ul style="list-style-type: none"> • A graduate degree, or equivalent/appropriate experience and have or be working towards CIPS level 5/6 or equivalent professional qualification or have relevant experience. • Evidence of continuous professional development.

<p>Corporate standards</p>	<p>Resources / Financial management We expect you to understand budgets, financial management and Governance relating to expenditure decisions and procurement and ensure that they are managed in line with the Westminster Way.</p> <p>Values and behaviours Our values and behaviours are at the heart of everything we do. We expect you to work in this Westminster Way empowering, engaging and encouraging your teammates to deliver our corporate vision.</p> <p>Compliance We expect you to ensure legal, regulatory and policy compliance in area of your specialism, identifying opportunities and risks and escalate/report where appropriate.</p> <p>Equality and diversity We value equality and diversity as a city council and we want you to support and promote this in your day to day work.</p>
<p>Additional values and behaviours for Managers</p>	<p>People and Service Management</p> <p>Role model the Westminster Way:</p> <ul style="list-style-type: none"> • Demonstrate inclusive leadership • Take the lead in driving initiatives • Be proactive in being forward and outward looking, by regularly investing in own development. <p>Driving forward performance by empowering staff to take the lead. Setting high standards, encouraging improvement and innovation. Supporting the team to achieve by adopting a coaching style of management</p> <p>Having regular employee led conversations to develop our people – creating a safe environment for learning, taking time to understand their strengths and motivations, stretching them and coaching them to achieve.</p> <p>Managing budgets responsibly – planning, monitoring and adapting budgets to respond to changing priorities.</p> <p>Delivering the Medium-Term Plan</p> <p>Working within the democratic framework - understanding the democratic process and its role in public organisations, anticipating Member needs and responding to their feedback.</p>