



Job Title:

Procurement Assistant Manager

Job Purpose

The role of Procurement is to work with stakeholders across ECC to understand requirements for goods and services make an assessment of the market and determine the appropriate strategy for each spend area. The team also actively manage strategic suppliers and their contracts.

The Category and Contract Assistant Manager will manage the delivery of sourcing processes in a compliant and timely manner. Directly accountable for assigned contracts and assisting in the strategic management of smaller contracts, ensuring that service level agreements and key performance indicators are monitored and any improvements are executed. The role will negotiate commercial or contractual terms for contracts worth below £25 million to achieve positive outcomes and ensure contracts keep pace with ECC's changing requirements.

Effective collaboration within multidisciplinary teams will be needed along with supporting the development of colleagues both within procurement and across the Authority.

Service/Functional Accountabilities

Lead the development, maintenance and implementation of category strategies, ensuring alignment to commissioning objectives.

Develop and implement innovative approaches and solutions in the delivery of complex projects to enhance levels of service and minimise costs. This requires working collaboratively with colleagues across the organisation and externally, to ensure best practice can be achieved when implementing new ways of working.

Collaborate with Senior Managers and Members as to the commercial and financial viability of differing commercial options for specific projects within complex and at times, contentious environments.

Manage suppliers to ensure they consistently achieve the performance standards set out in contracts and that adequate controls are in place to protect the Authority's interests. Take a proactive approach to identifying and investigating contractual, commercial and market risks to ensure continuity of supply and protect the Authority's interests.

Operate a continuous improvement approach to identify and deliver on-going changes whilst also leading the negotiation of commercial and contractual changes to ensure they consistently meet business requirements.

Lead projects and tenders, ensuring all sourcing activity fully complies with appropriate legislation and regulation whilst also complying with ECC policies.

Work collaboratively with incumbent suppliers and potential new entrants to identify gaps in market provision and explore opportunities to close those gaps.

Provide support and advice to stakeholders regarding any contractual or procurement matters.

Support the adoption of best practice approaches with the aim of ensuring that the Procurement function is seen as 'best in class'. Ensure policies, procedures, documents and workflows are kept up-to-date and remain best in class.

Specific individual and shared targets and objectives are defined annually within the performance management framework.

Dimensions

- Lead the development of strategies which will determine how annual third party spends of up to £25 million is managed. Lead project and tenders in the management of contracts up to this value.

Skills, Knowledge and Experience

Educated to A level with a relevant professional qualification such as MCIPS or working towards such a qualification or equivalent demonstrable work experience with evidence of continuing professional development.

Knowledge of category management and experience of using this methodology in complex commercial environments to deliver significant cost or service improvements.

A demonstrable track record of managing strategic contracts in business critical environments. This should include evidence of defining, measuring and improving key elements of supplier performance.

Evidence of some experience of delivering continuous improvements in strategic arrangements with evidence of generating significant cost and service benefits.

Evidence of some knowledge of contract law and legislation relevant to the specific category / categories within their control and its impact on market management, finance and contractual arrangements.

Extensive knowledge of public sector procurement law with an ability to explain the law to non-procurement staff and find pragmatic solutions to potential legal difficulties.

Comprehensive negotiating skills appropriate to multi million pound contracts and experience of planning and delivering successful negotiations.

An awareness of working in a political environment.

Organisational Accountabilities

Please click the link below to access:-

[Organisational behaviours](#)
