GLPC Job Description

Brent	**Job Title**	Procurement Project Manager
	Directorate	Governance
	Department	Procurement
	Grade	PO3
	Reports to	Category Manager
	Staffing Responsibility	No

Job Purpose:

- Playing a critical role and crucial to the success in contributing to an effective procurement service for the organisation by managing procurement projects of low to medium value complexity and supporting larger, more complex and / or high value muiti million pound projects.
- To provide expert technical information, advice and guidance on all aspects of the procurement process to internal customers and to deal effectively with third party suppliers as external customers of Brent's processes.
- To work flexibly across all categories of expenditure and Departments to provide a resilient, professional and customer-focussed procurement service to the council.

Principal Accountabilities and Responsibilities:

1. To manage the end-to-end procurement process for projects of low to medium value, up to below and above current Public Procurement thresholds.
2. To support Category and Assistant Category Managers on projects of high value and/ or complexity.
3. Proactively work with and support Procurement Category / Assistant Category Managers , Stakeholders and Suppliers to determine innovative and appropriate ways of undertaking future procurements.

4. Attend and lead internal and external meetings / presentations related to procurement activities.
5. To provide quality advice and guidance to internal customers on all aspects of the procurement process, supported by expert technical knowledge including relevant legislation and best practice.

6. Lead and influence strategic and commercial decisions and obtain approval from stakeholders.

7. Constructively engage with stakeholders when new procurements are planned to be undertaken demonstrating how our involvement is adding value and improving service delivery.

8. Work closely with stakeholders to ensure procurement activity meets business needs, while providing objective advice and guidance, for instance in tender evaluation and moderation.

9. Advocate and have a good understanding of the procurement strategies with the ability to communicate its aims to both internal and external stakeholders.

10. To support the development and roll out of procurement policies, procedures, templates and their updates.

11. Liaise with suppliers on key aspects of the procurement process such as clarification matters, market testing and contract preparation, treating them as 'customers' of the council's processes.

12. Ensure all procurement activities and outcomes are accurately maintained and recorded on the procurement tracker.

13. To support effective forward planning, management information and decision making through maintaining the contracts register and procurement and Cabinet forward plan.

14. To ensure that the council's procurement processes meet key legislative and policy requirements such as OJEU compliance, Transparency and the Social Value Act.

15. Ensure relevant stakeholders are indentified and provided with appropriate training and guidance on the process, obiligations and commitments required.

16. To ensure compliance in the purchase-to-pay process (P2P) by undertaking relevant activities such as supplier set-ups and financial checks.

17. Ensure all work produced is delivered in the agreed timescales and quality requirements.

18. Provide advice and answer enquiries on procurement processes and procedures from other departments.

19. Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults.

20. Carry out duties with due regard to the Council's Customer Care, Equal Opportunities, Information Governance, Data Protection, Health and Safety and Emergency Planning & Awareness (including to provide assistance where available) policies and procedures.

21. Employees should embed environmental sustainability into their work, actively contributing to

Brent becoming a carbon-neutral borough in 2030.

22. Undertake any other duties commensurate with the general level of responsibility of this post.

DBS Status	Not Required
Politically Restricted *(delete as appropriate)*	No

Person Specification

	To be identified by: *Application Form(A)* *Test/assessment (T)* *Interview (I)* *(Please indicate all that apply)*
Qualifications and Professional Membership requirements: • • Evidence of Continuing Professional Development	 A A

Knowledge (please specify all essential criteria): .• Expert knowledge of the procurement process, ideally in a public sector environment. Where candidates can demonstrate expert knowledge of private sector procurement, they must show some awareness of public procurement, including relevant legislation, and a willingness and aptitude to become expert in this. • Thorough knowledge of one or more categories of procurement activity: • Adult Social Care • Children's Social Care • Education • Communities, Public Health and Culture • Corporate Services • Environmental Services • Regeneration, Construction and Housing • Awareness of the wider policy context for public procurement, e.g. the Transparency Agenda, Social Value, Community Wealthbuiding, Sustainability, London Living Wage, Modern Slavery	 (T)/(I) (A)/(I) (I)

Experience (please specify all essential criteria):	
• Experience of managing end-to-end procurement processes, ideally in a public sector setting.	(A)/(I)
• Experience of working on high value, complex projects with multiple stakeholders – either leading on procurement aspects of these or supporting as an integral team member	(A)/(I)
• Experience of using e-procurement systems and can demonstrate an aptitude and adaptability to learning new systems. It is a legislative requirement for local authorities to use e-procurement.	(I)
• Experience of evaluating tender responses, including analysis of financial information, and facilitating fair and transparent evaluation and moderation of tenders by non-procurement experts.	(A)/(I)
• Experience of working with suppliers, for instance for the purpose of contract finalisation or negotiations	(I)
• Experience of establishing and maintaining effective relationships with a wide range of individuals and organisations.	(I)
• Experience of working across cross functional teams with the confidence to ensure procurement aspects are understood and addressed appropriately.	(I)
• Experience of managing various procurement projects acorss categories ensuring they are actively progressed and delivered within the agreed timelines	(I)

Skills and abilities (please specify all essential criteria):	
• Ability to plan and prioritise own workload efficiently.	(I)
• Ability influence strategic and commercial decisions	(I)
• Ability to plan and prioritise tasks for others in the context of project managing procurement activities. Project management qualification not essential but must demonstrate ability to manage tasks, communications and stakeholders in an organised way.	(I)
• Good stakeholder management skills, able to manage complex, multi-disciplined project teams towards a common outcome; pragmatism to balance compliance and effective process management with achieving desired business goals.	(I)
• Good communication skills, able to communicate technical concepts clearly to a range of stakeholders in writing and face to face.	(I)
• Excellent ICT skills, able to confidently use all standard office productivity applications and demonstrate an aptitude to use corporate systems such as Oracle	(T)/(I)
Confident in making decisions and dealing with challenging stakeholders.	(I)

List desirable criteria:	