Northumberland Council

**JOB DESCRIPTION**

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| **Post Title: Social Value and Responsible Procurement Manager** | | **Director/Service/Sector:** Procurement Service | | **Office Use** |
| **Band:** 10 | | **Workplace:** County Hall | | JE ref:  HRMS ref: |
| **Responsible to:** Head of Procurement Service | | **Date:** March 2023 | **Manager Level:** |
| Job Purpose: The postholder will be responsible for the implementation of the Council’s Procurement Corporate Social Responsibility (CSR) Policy, providing professional advice and guidance to commissioners to deliver wider financial and non-financial outcomes, including improving wellbeing of individuals and communities, compliance with internal policies and procedures, Best Value and best practice. The post holder will be required to provide guidance on all Social Value procurement related issues, including:   * Supporting commissioning and procurement activities to drive and deliver a more sustainable and consistent approach to the commissioning and procurement of goods, works and services across all Services. * To work closely with the Procurement Business Partners and other senior managers and commissioners to increase the social value within the Council’s procurement and commissioning decisions, by considering the health & wellbeing of the local area, increase opportunities for SME’s, local suppliers and their associated supply chains and increase the employment and training opportunities for residents. * To provide expertise and support dissemination of social value training across the Council. * To act as a subject matter expert and lead on Social Value as part of the implementation of the CSR Policy and Commissioning Framework. * To provide timely and accurate reporting to the Head of Procurement so that themes can be escalated to ensure continuous improvement. * Manage all projects and programme reporting ensuring the appropriate Social Value Portal platform is utilised to its full potential. * Drive and manage the increased integration and long-term forward planning of Social Value strategy in commissioning and procurement across the organisation. | | | | |
| **Resources** | Staff | May manage project teams of both internal staff and external contractors / consultants to drive significant organisational change with evidence of achieving tangible benefits, including securing the support of others in the process by collaborating with commissioners. | | |
| Finance | | The post holder will be responsible for the effective monitoring, measurement and management of social value outcomes from contracts. | | |
| Physical | | Design, maintain and operate significant corporate databases that are commercially sensitive. Ensure all relevant data is maintained, updated and utilised in the most efficient format possible. | | |
| Clients | | Senior Managers, Operational Managers, Directors and Elected Members as well as external clients and members of the public  Key links with key stakeholders, partner organisations, local authorities, contractors etc | | |
| **Duties and key result areas:**   1. Lead the development of the Council’s CSR Policy and effective implementation of key deliverables, milestones, dependencies and communications approach. 2. Horizon scan the latest thinking on Social Value and how it is maximised in Local Government and to engage with relevant stakeholders to further develop effective models, methodologies and long-term plans for supporting and embedding social value delivery. 3. Provide advice and guidance to procurement colleagues, commissioners and project teams to ensure the CSR policy is fit for purpose and being used correctly. 4. Identify, secure, deploy and manage the resources necessary for the professional service area to meet/exceed its objectives and financial expenditure and integrity is controlled to assure regulatory and Council policy compliance. 5. Provide training and presentations where appropriate both externally and internally to a wide range of stakeholders including Executive Directors, Elected Members, Heads of Service, Senior Managers, suppliers and providers and be expected to change the style and content as appropriate to the audience. 6. Lead on evaluation and assessment on Social Value major procurement projects (above threshold) in line with the CSR Policy and ensure that all new procured contracts have an appropriate social value focus which illustrates and delivers Council strategic objectives. 7. To lead on developing a work programme to make procurement more accessible to small and medium sized enterprises in the region, promote contracting opportunities to local suppliers and their associated supply chains and increase the employment and training opportunities for residents. 8. To work to remove unnecessary barriers to the engagement of all sections of the community in submitting tenders, as well as work to improve the quality of submissions from potentially disadvantaged groups of the community i.e. third sector. 9. To collate and report key social value outcomes to senior management on a regular basis to provide commercial and strategic insights into the performance of the Council’s contract portfolio and related spend and savings. 10. Proactively manage and help achieve tight budgetary control and prioritise use of financial, human, and physical resources and assets to support the delivery of the Council’s corporate objectives and help ensure the Council receives value for money from its expenditure. Contribute to the development of outcome- based commissioning models to better achieve strong price competition and transfer of risk through contracts with third parties. Identify and help to develop commercial opportunities. 11. To provide consistent, legally compliant, and often complex procurement and commercial advice and guidance to commissioners to assist decision making, navigate negotiations and/or disputes with suppliers to ensure mutual benefit in supplying goods and services to the Council and to deliver the best value for money. 12. To represent the Procurement Service and clearly, concisely and confidently present issues and recommendations to groups of Directors and Senior Managers within the Council and externally to key suppliers, providers, contractors and other partners. 13. The implementation and management of systems to monitor the Council’s carbon footprint in relation to procurement over time. 14. To work on their own initiative with a high level of independence, alongside being an effective member of the Procurement Service Management Team. 15. The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis. | | | | |
| **Work Arrangements** | | | | |
| Transport requirements:  Working patterns:  Working conditions: | | Some car use with regular need to visit sites across Council – full valid driving licence and access to a car is required.  Occasional regional and national travel.  Flexible and occasional out of hours work required  A primary sedentary office-based position with little exposure to unpleasant or disagreeable working conditions | | |

Northumberland Council

**PERSON SPECIFICATION**

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| **Post Title: Social Value and Responsible Procurement Manager** | **Director/Service/Sector** Procurement Service | Ref: | |
| **Essential** | **Desirable** | | **Assess**  **by** |
| **Knowledge and Qualifications** | | | |
| * First degree or equivalent standard of education * Relevant professional qualification * Demonstrable advanced technical knowledge and extensive experience of social value investment models, measurement and innovation * Comprehensive working knowledge and understanding of relevant public sector regulations and professional best practice and other matters facing local government, both at present and in the future. | * Evidence of recent continuing professional development | |  |
| **Experience** | | | |
| * Experience in supporting organisations to capture, measure and report social impacts * Experience of conducting public sector procurement * Experience of successfully working with senior managers and stakeholders to develop and deliver organisational-wide frameworks, strategies and/or policies * Experience leading the delivery of large projects and/or programmes, demonstrating excellent project management skills and experience, managing performance to achieve required outcomes within sometimes challenging timescales. * Experience of leading and managing significant organisational change with evidence of achieving tangible benefits, including securing the support of others in the process. |  | |  |
| **Skills and competencies** | | | |
| * Ability to be decisive and work well under pressure, with good time management skills * Ability to work autonomously to meet the objectives of the organisation * Strong analytical skills and an excellent aptitude for developing innovative solutions to complex problems * Excellent interpersonal and communication skills to relate effectively to, and command the respect, trust and confidence of, colleagues, Council Members, and other stakeholders. * Ability to meaningfully contribute to strategic decision-making, including making evidence-based decisions in a fast paced environment * Ability to facilitate change and transformation, developing productive and collaborative ways of working with colleagues and stakeholders, leading and motivating others to achieve continuous improvement. * Exercises judgement in complex situations, making judgements as an “expert in field” * Strong networking, advocacy and presentation skills to relate effectively to employees, managers, members to command their respect, trust and confidence. * Ability to deliver results through using a range of levers in the absence of direct line management responsibility * Ability to make decisions autonomously, when required, on difficult issues, and understand when to escalate |  | |  |
| **Physical, mental and emotional demands** | | | |
| * Occasional unsocial hours and travel requirements * Some lengthy periods of enhanced concentration * Able to prioritise and regularly meet challenging and often conflicting deadlines * Work under pressure within a consistently changing environment * Actively participate and lead change management * Able to relate to people at all levels |  | |  |
| **Other** | | | |
| The ability, personality and conduct which demonstrates credibility, and trust that engages confidence to colleagues, stakeholders and external partners  Ability to remain calm, empathise and negotiate with colleagues, staff, and external suppliers/providers |  | |  |

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits