

JOB DESCRIPTION

APPENDIX C

Before completing this form, please read the BTP 'Guide to writing job descriptions for Police Staff roles' Appendix B to the SOP.

A. POST DETAILS:

Job Title:	Senior Commercial and Procurement Manager	Current Grade:	C001
Department:	Finance and Procurement	Area:	FHQ
Reports To:	Deputy Director Commercial and Procurement	No of Posts:	2
Level of vetting:	MV	Post Number:	XXXX

B. PURPOSE OF THE POST: *Why the post exists and what it has to achieve*

The post holder will be a senior member of the Commercial and Procurement Management team. The post holder will be responsible for:

- The development, implementation and leadership of effective commercial processes and governance, reporting and insight which ensure management control and comply with the appropriate legal and regulatory requirements
- Leading Procurement and Commercial capability and service across the organisation
- Identifying, development, maintenance, communication and execution of strategies to optimise value for the organisation
- Executing and supervising the overall commercial procurement programmes, delivering specific operational plans and agreed objectives; improving supplier performance, mitigating risk and maximising contract value
- Implementing the development of a procurement scorecard approach that provides analysis, insight and key metrics as well as monitoring, reporting and promoting effective financial and supplier controls across BTP's activities
- Managing strategic/ complex contract negotiations and demonstrating commercial acumen in the negotiation and drafting of contracts that promote performance management low costs and higher service levels
- Analysing organizational needs and production of innovative solutions through identifying and benchmarking key trends, savings and procurement opportunities that act as a catalyst for new initiatives and strategies.

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C. DIMENSIONS OF THE POST *The key statistics associated with the post*
Financial – Direct or Non-Direct

- The value of contracts placed under various procurement methodologies of up to circa £75m per annum with £50m of influencable spend;
- Identifying opportunities to standardise and consolidate areas of spend to achieve 5% organisation wide efficiency and team savings and value improvement on £50m non-pay budget, with annually agreed personal savings and value improvement targets.
- Assessing the commercial viability of suppliers before entering into contracts
- Responsible for procurement approval in purchasing decisions in accordance with the Letter of Delegation;
- Developing category management team savings targets of £1m pa that link to the medium term financial plan.

Staff Responsibilities – Direct or Non-Direct

- To be confirmed on appointment and as may develop over time anticipated to be one direct report
- Indirect – Supporting stakeholders, specifiers and Senior Responsible Officers and BTPA senior management
- Indirect – Finance team members to identify opportunities, provide data and reporting to underpin on budget management performance

Any Other Statistical Data

- Procurement dashboard, payment performance stats, procurement pipeline
- Horizon / planned category activity and overall development of data to support commercial decision making
- Supply performance analysis and draw conclusions for presentation to stakeholders

D. PRINCIPAL ACCOUNTABILITIES: *What the job is accountable for and required to deliver*

- As subject matter expert, lead, advise and support Authority Members, Chief Officers, Directors, Heads of Service and Managers across the organisation on procurement matters, including legislation, Central Government (CG) guidance and UK and EC regulations; category management; quality, volume and price analysis, evaluation and monitoring; sourcing strategy, market trends and intelligence; innovation; supplier offerings; and how to document service requirements for contractual purposes to maximise value for money.
- To interpret the corporate and service policies, strategies, business plans and programmes of the organisation and to design and lead implementation of measures that deliver cost effective to support these policies.

Procurement

- Lead and design the identification, development, maintenance, communication and execution of procurement strategies, structures, processes, policies and procedures, including the corporate procurement strategy, and the organisational pipeline of major procurement activity, to enable optimisation of value to the organisation.
- Managing and providing direction on procurement activity, including ensuring the timely delivery of procurement aspects of projects, within budget and take the lead role in managing the competitive procurement process for organisations programmes, ensuring compliance with CG guidance and UK and EC regulations.
- To keep abreast of developments in the field of procurement, and ensure that these support services operate in accordance with modern good practice.
- Supporting the DD Procurement and Commercial in developing skills and learning for the procurement and commercial team.
- Define and evaluate the provision of procurement expertise and advise to Senior Managers and Service Managers to procure goods and services that are the best value for money option for the organisation.
- To advise and where appropriate direct internal clients (senior managers and service managers) on procurement, rules and regulations and ensuring that they operate in accordance with modern good practice.
- Undertake supply chain analysis and maintain a holistic approach to supply chain management, drawing conclusions and ensuring senior stakeholder buy-in
- Monitor compliance with statutory and regulatory framework for the organisations procurement policies and procedures
- Managing reporting of the procurement scorecard approach and providing strategic analysis, insight and key metrics as well as monitoring, reporting and promoting effective financial and supplier controls across BTP's activities

Commercial activity

- Executing the overall strategy defining commercial procurement programmes, delivering strategic operational plans and defining and agreeing objectives; defining improved supplier performance, mitigating risk and maximising contract value
- Analysing the procurement scorecard to provide conclusions and recommendations of

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analysis, sharing insight with senior managers and team members.

- Defining and execution of effective financial and supplier controls across BTP's activities
- Leading strategic /complex contract negotiations and demonstrating commercial acumen in the negotiation and drafting of contracts that promote performance management, lower costs and higher service levels
- Strategic analysis of business needs and ownership of innovative solutions though design and benchmarking of key trends, savings and procurement opportunities, in particular those that act as a driver for new initiatives and strategies.

Compliance

- Determining the business process that ensure compliance of commercial activities across BTP.
- Implementing and monitoring commercial processes and governance, reporting, analysis and insight which ensure management control and comply with the appropriate legal and regulatory requirements
- Implementing and monitoring procurement processes and controls in the BTP ERP/MIS/ Efins system

Team working

- As a senior member of the commercial and procurement team lead by example and from the front
- Provide team member support in the task management of other team members undertaking work for the post-holder, providing effective feedback to those managed and their line managers
- Working in partnership with colleagues to manage and develop Finance and Procurement team members as a group.

Working flexibly

- Assisting senior management in planning and prioritisation of commercial and procurement activity
- Undertaking such other projects and 'business as usual' activities as assigned
- Planning their own work and of the team to respond to changing priorities

Managing change

- Leading the team through organisational and process-related change
- Contributing to the Force's Efficiency Plan, including defining and implementation of relevant changes within the Department

Communicating effectively

- Be an ambassador for the Department, representing the Deputy Director Commercial and Procurement as required
- Communicating effectively orally and in writing, with all stakeholders, internal and external and doing so with precision and confidence.

- Interpretation and adaptation of communication style to reflect the circumstances, including communicating technical information in an accessible way to non-commercial and procurement team members

E. DECISION MAKING:

Make decisions

- Responsible for making decisions on the shape of BTPs Procurement Strategy, including interpreting legislation, regulations and similar matters.
- Resource planning for the procurement pipeline and allocation of resources for major projects.
- Develop opportunities for making savings on non-pay and capital spend;
- Assessing and evaluating the costs and benefits of implementing procurement rules and advising the Deputy Director Commercial and Procurement accordingly;
- Advising and directing budget holders and managers on the most appropriate contractual terms before they enter into major contracts
- Advising the Deputy Director Commercial and Procurement on the appropriateness of procurement authorities set out in the letter of delegation

Significant say in decisions

- With all specifiers, relationship owners and SROs at all significant management reviews both internal and external. Participating with BTPA, DfT and Cabinet Office

F. CONTACT WITH OTHERS: *The frequent contacts the post holder has with others and for what purpose*

Internal

Deputy Director Commercial and Procurement , Finance Director, Heads of Service, Director of Capability and Resources, Chief Officers, Area Commanders, Service Managers, Budget holders, Contract Owners, Senior Responsible Officers, Contract Management Steering Group, Buyers in divisions, Information Security, Service Improvement Board, Force Executive Board..

External

BTPA Chief Executive, BTPA Treasurer, BTPA Authority Members, Internal Auditors, External Auditors, Government Banking Service, Department for Transport, DfT ALBs, Other Police forces, suppliers.

G. REQUIREMENTS: *The skills, knowledge, experience, qualifications and training required to perform the job.*

Essential Criteria:

Qualifications and Training:

A fully qualified Member of Chartered Institute of Purchasing (MCIP) or equivalent or (internal candidates only) commitment to achieve this within two years.

Complies with the CPD requirements of their professional body.

BTP remains committed to development of team members and will fund training support as appropriate and in line with the BTP policy.

Experience:

- Considerable experience in a senior position within a Procurement, Commercial or Contract Management function.
- Broad experience of Strategic procurement in a complex and/ or geographically dispersed organisation
- Expert understanding and proven experience of the delivery of efficiency in a procurement environment
- Track record of building strong relationships with a wide range of internal and external organisations, partners and stakeholders working together to deliver successful outcomes
- Considerable experience of working as part of a senior management team to ensure that corporate aims and objectives of the organisation are achieved
- Experience of task management and team member direction
- Good experience of using databases and excellent excel skills
- Experience of using a BTP ERP/MIS/ Efins system
- Good project and finance management skills.
- Procurement experience gained in a medium sized or large organisation.
- Management and supervision of team members.
- Good management and use of systems.
- Reporting on complex procurement matters clearly and concisely both in writing and orally.
- Identifying the main issues in complex problems, clarify understanding or stakeholder expectations, to seek best option.
- Adopting clear processes and standards for managing performance at all levels, maintain effective performance in difficult and challenging circumstances and be a role model to support and energise teams to build confidence in their ability to deliver outcomes.

Skills

- Very strong negotiation skills within a commercial environment and extensive understanding of commercial priorities and the realities
 - Ability to influence senior stakeholders and build relationship across complex disciplines
 - Strategic approach to fostering effective supplier relationships through efficient planning, development and management
 - Ability to confidently lead the identification, planning and delivery of cost management, negotiation strategies and techniques
 - Ability and judgement to balance commercial pace with appropriate governance rigor in all procurement and commercial initiatives
 - Extensive knowledge of purchasing law and procurement best practice
 - Experience of delivering e- Proc systems and tools (Reverse Auction), electronic requisition to pay systems, contract management, BTP ERP/MIS/ Efins
 - Confidence and commercial acumen, with excellent all round communication and interpersonal skills
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- **Innovation:** Encouraging and leading a culture of innovation focused on adding value – give people space to think creatively.
 - **Leadership:** Confidently engage with stakeholders and colleagues at all levels to generate commitment to goals and improvements.
 - **Team working:** Actively build and maintain a network of colleagues and contacts to achieve progress on objectives and shared interests. Taking a strategic perspective to identifying the capability needs of the Department and identifying, directing and nurturing future leaders.
 - **Value added:** Embed a culture of value for money across the organisation and within the team. Working collaboratively across boundaries to ensure that the organisation maximises its strategic outcomes within the resources available.
 - **Active:** Creating opportunities and leading on service improvements (including new technology) comparing the finance service against industry best practice and identify improvements, as well as ensuring our processes meet legal and regulatory requirements

Knowledge

- Developed awareness of the challenges facing public sector services and the role that procurement can play in delivering efficiency savings and ensuring effective service delivery
- Effective commercial skills and awareness
- In depth knowledge of commercial and procurement legislation, related EU directives and UK regulations
- Good understanding of category management and how it can be applied to public sector services and procurement

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Desired Criteria:

Qualifications and Training:

Experience:

- Good understanding of central government or public sector financial reporting frameworks
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Skills:

- Professionally complementary post-qualification experience.
- Good understanding of the organisation's strategic and commercial aims and objectives, and communicate them to colleagues.

Knowledge:

- In depth awareness of the challenges facing police services and the role that procurement can play in delivering efficiency savings and ensuring effective service delivery
- Good understanding of category management and how it can be applied to police services and purchasing

H. ANY ADDITIONAL INFORMATION: *Information relevant to the role, including any particularly challenging/ difficult aspects of the job. If competencies have been developed for this post, these can be listed here.*

I. AUTHORISATION DETAILS

Prepared By:	Deputy Director Commercial and Procurement	Date:	21/11/2016
Area Commander /FHQ	Finance Director	Date:	21/11/2016
HoD:		Date:	
Evaluation Panel:		Date:	

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