

## Job Description

Job descriptions should be no more than four pages when complete.

Where you are amending an existing job description you **must** make the changes using Track Changes.

Once you have decided what role you require within your team / department structure, you need to articulate this into a job description. This needs to be a specific description of the role, including the responsibilities that the job-holder will carry out as well as what qualifications and skills they will require to fulfil the role. Please note: job description should not be based on an individual but on the role the business requires.

Job descriptions must be accurate and created before the recruitment process.

A Post Details	
Job Title: Procurement Manager	Grade: B003
Department: Commercial and Estates Services	Division: <input type="text"/>
Reports to: Senior Commercial Manager	Contract Type: <input type="text"/>
Level of Vetting: <input type="text"/>	Numbers in Post: 2
B Purpose of the Post	
<p>Take a lead role in the continued development of the Force Procurement Strategy and in delivering a high- quality procurement service for BTP. This role will include to:</p> <ul style="list-style-type: none"> <li>• Develop Procurement Strategy, Policy and Procedures</li> <li>• Ensure procurement process compliance with best practice and legal framework.</li> <li>• Support the continuing development and implementation of procurement policy, procedures and best practice.</li> <li>• Provide Procurement Expertise, advice and options in crafting business needs or resolving issues.</li> <li>• Fully support the operational activities of the BTP achieving internal stakeholders' expectations.</li> <li>• Identify, achieve and record savings/ cost of reductions through spend analysis and contract negotiation.</li> <li>• Address areas of poor supplier performance through escalation or formal dispute resolution</li> </ul>	
C Dimensions of the Post	
<p><b>Financial – Direct or Non-Direct</b></p> <ul style="list-style-type: none"> <li>• Manage the procurement of goods, works and services on behalf of BTP that may be in aggregate in excess of £50m per year.</li> <li>• Issuing of orders and signing contracts to a Delegated Procurement Authority limit of £100,000 including VAT. (Subject to new Scheme of Delegations).</li> <li>• Manage the GPC Scheme with a spend in excess of £2.5m per annum. (One post will be responsible).</li> </ul>	

**Direct or Non-Direct Reports**

- No direct reports

**Any other statistical data**

- Spend analysis for contract and category sourcing

## **D Principal Accountabilities**

- Work collaboratively to develop Procurement Strategy, Policy and Procedures.
- Support the continued development of the corporate procurement strategy, which complies with the statutory and regulatory framework including in particular Public Procurement Regulations, within which BTP operates, and which links with the Force Strategic Plan, promotes early engagement with budget holders and achieves best value for money outcomes.
- Support the continuing development and implementation of procurement policy, procedures and best practice.
- Provide Procurement Expertise and Advice.
- Provide professional procurement expertise and advice including leading the tendering process, develop force requirements, develop procurement strategies with stakeholders, ensuring specification, SLA or performance management is developed by the stakeholder, the contract negotiation and placement, the supplier debrief, guidance to stakeholders in the contract use, variation agreement, supporting the stakeholder with performance management and development of suppliers and contracts where appropriate.
- Provide accurate and relevant input to business and project plans, adopting a category management approach where possible, following approved protocols and best practice.
- Lead on the development of new or utilise existing framework agreements placed by other forces and public sector bodies, including benchmarking the agreement and promote its use, so the maximum benefit to BTP/ BTPA is obtained.
- Fully support the commercial activities of BTP, to deliver internal stakeholders' expectations.
- Identify, achieve and record savings / cost reductions through spend analysis and contract negotiation.
- Undertake supply chain analysis and maintain a holistic approach to supply chain management for the BTP/BTPA.
- Provide feedback and input where necessary to stakeholders for purchases of goods and services.
- Ensure Procurement Compliance

- **Help ensure compliance with statutory and regulatory frameworks and BTP/BTPA policies in respect of procurements, including tendering processes, within BTP and BTPA.**
- **Help ensure compliance of stakeholders within BTP and BTPA to procurement policies and procedures.**
- **Manage Procurement Risk**
- **Support the management of risk associated with procurement methodology, the choice of form of contract and supplier selection.**
- **Provide financial assessment of suppliers and potential suppliers.**
- **Support Contract Management.**
  - **Support stakeholders to review contracts on a regular basis to ensure that they continue to provide value for money and that risks associated with those contracts are re-assessed.**
  - **Maintain a contract database of all contracts placed with supplier's via the Commercial Tracker.**
  - **Provision of support to the Senior Commercial Business Partner and Senior Commercial Managers on ad hoc requests.**

## E Decision Making

### **Make decisions**

Responsible for making day to day decisions on the approach taken within their area of procurement responsibilities to implement their own and team objectives.

### **Significant say in decisions**

Key to supporting decisions on the shape of BTP's Procurement Strategy, including interpreting legislation, regulations and similar matters. Relevant input to projects. Help decide on the procurement approach to potential contracts, including determining the regulatory framework under which that contract will be let.

## F Contact with Others

### **Internal**

Senior Commercial Business Partner, Senior Commercial Managers, Head of Commercial and Contracts, Commercial Buying Team, Deputy Director of Commercial and Estate Services, Finance Business Partners, Chief Officers and other Stakeholders including Senior Managers and Head of Departments, Project Managers, and BTPA.

<p>External</p> <p>Department for Transport and other Government Departments, Transport for London and Government Internal Audit Agency, Suppliers, consultants and contractors, Other Police Forces and Agencies, Procurement consortia and hubs, CCS, ESPO, YPO</p>
<b>G Essential Criteria</b>
Qualifications and Training:
<b>CIPS qualified, part qualified or working towards (or equivalent)</b>
Experience:
<ul style="list-style-type: none"> <li>• Experience in a commercial or procurement role.</li> <li>• End to end Procurement life cycle including; contract negotiation and management, preferably in a public sector setting</li> <li>• Commercial Project planning, Drafting and development of Procurement Strategies,</li> <li>• Drafting of procurement and contract documentation</li> <li>• Reporting and record keeping in a clear and unambiguous way.</li> <li>• Use of e-Tendering and other Procurement software.</li> <li>• Stakeholder Management and resolution of commercial matters.</li> </ul>
Skills:
<ul style="list-style-type: none"> <li>• Present information confidently and effectively to colleagues and stakeholders, including at the most senior level.</li> <li>• Help colleagues to meet deadlines by sharing workloads where necessary.</li> <li>• Develop good working relationship with stakeholders.</li> <li>• Identify opportunities for improving process and efficiency and effectiveness, changing limitations of current practices.</li> <li>• Effectively and critically interpret and analyse commercial data at a strategic level, identifying key issues, using appropriate written and oral media to communicate outcomes</li> </ul>

<ul style="list-style-type: none"> <li>• Supporting staff members in a learning environment.</li> <li>• Good stakeholder management skills.</li> <li>• Effective communication, influencing, negotiation, commercial, work and project management skills.</li> <li>• Ability to work under own initiative</li> </ul>
Knowledge:
<ul style="list-style-type: none"> <li>• Wide knowledge of public sector / government regulatory framework and legislation as it applies to procurement</li> <li>• Good understanding of financial planning frameworks, procurement strategies and techniques.</li> <li>• Understanding of the policy framework in which BTP, TfL and NDPB's operate.</li> </ul>
Desirable criteria:
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Implementation and application of performance indicators.</li> <li>• Commercial awareness and ability to develop an understanding of the market place.</li> <li>• Contract and/or Financial management experience would be an advantage.</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Analytical, lateral thinking and problem resolution skills.</li> </ul> <p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Knowledge and experience of Service Level Agreements, Key Performance Indicators (KPI's)</li> </ul>
<b>H Additional Information</b>
<p>Together with the wider commercial team responsible for supporting and assisting BTP Stakeholders with regard to any procurement, commercial or contract management activity.</p> <p>The challenge will be in managing and ensuring procurements and contracts are delivered on time and represent value for money.</p>
<p><b>For Panel to complete only:</b></p> <p>Line Manager Approval: Senior Commercial Business Partner 06/07/2023</p> <p>Panel Approval: (this will only be signed off once the job has gone through the Job Evaluation Panel)</p>



Date:

Email the Job Evaluation submission form together with supporting documentation (organisational charts, job descriptions) to [People & Culture Policy & Reward inbox](#)

You will be advised of a panel date following receipt of the submission