

## Kent County Council

### Senior Buyer

---

<b>Directorate:</b>	<b>Strategic and Corporate Services</b>
<b>Unit/Section:</b>	<b>Strategic Commissioning</b>
<b>Grade:</b>	<b>KR8</b>
<b>Job title:</b>	<b>Senior Buyer</b>
<b>Reports to:</b>	<b>Commercial Lead</b>

#### Job outline

Provide procurement sourcing support and management across a diverse portfolio of categories.

The postholder will report to a Commercial Lead and will have responsibility for working with project managers and stakeholders to lead and deliver a range of commercial procurements.

The focus of the role will primarily support the Commercial Leads in providing commercial expertise and professional advice relating to the procurement of works, goods and services flexing and working across different categories.

#### Job accountabilities:

Operate as Senior Buyer, to assist in managing and delivering a portfolio of commissioning contracts within a specific commercial area of the Council, undertaking contract management and procurement within that area, with specific focus on the analyse, plan, do and review commissioning cycle to drive forward best value for the Council

- Provide advice on procurement strategies, business plans, tender process and contract management practices for all projects within the category. Deliver and drive the commercial and sourcing strategies for projects and programmes within the category, considering risk and operational requirements and ensuring PCR and legislative compliance. Deliver outstanding value for money and strong commercial outcomes that are in accordance with legislation, case law and KCC's standing orders.
- Develop and maintain excellent personal working relationships with key stakeholders demonstrating a collaborative and partnership approach to drive end to end successful procurement initiatives and deliver best practice and value for money
- Work as part of the team to provide market and category intelligence leading on the creation and execution of designated category/sub-category spend strategies including identification of spend, how it is sourced and how it supports and aligns with business plans and the Strategic Delivery Plan
- Work with the Commercial Lead and wider team to support the Commissioning directorate in delivering in support of the Council's wider corporate business plan and vision, fulfilling its statutory requirements and responsibilities.
- Instill a continuous improvement/working smarter/best practice culture including document standardization, informal training and knowledge sessions/sharing,

establishing best practice, supporting with the development of Commissioning Standards

- Be a contributing member of the team, developing business plans within the category and attendance when required to relevant boards. This may include engaging with Members, Heads of Service and the Head of Strategic Commissioning.
- Support the Commercial Lead to deliver successful procurement exercises.

## Job Criteria:

The following outlines the Minimum criteria for this post. Applicants who have a disability and who meet the minimum criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• Educated to degree/NVQ5 level and/or equivalent experience</li><li>• Achieved full MCIPS and/or desire to work towards full MCIPS</li></ul>
<b>EXPERIENCE</b>	<p>Practical experience of the Public Sector procurement and Public Contract Regulations 2015 and EU procurement directives.</p> <p>Hands-on, full cycle, procurement experience including:</p> <ul style="list-style-type: none"><li>• Use of market knowledge to inform the procurement strategy</li><li>• Supporting clients to produce effective specifications</li><li>• Executing RFQ, RFP tendering processes</li><li>• Handling supplier negotiations</li><li>• Advising the client on appropriate contract management processes</li><li>• Strategic mind-set and problem-solving skills</li></ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• Knowledge of public sector procurement regulations and EU procurement directives</li></ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• Appropriate skills covering Procurement Process Management, Market Knowledge, Negotiation, Procurement Regulations, Supplier Relationship Management, Procurement Risk Management, Procurement Systems and Procurement Governance &amp; Control.</li><li>• Excellent interpersonal skills, including the ability to communicate effectively and build rapport with internal stakeholders</li><li>• Excellent stakeholder management engagement and influencing and negotiation skills when managing procurements and procurement and commercial environments.</li><li>• Ability to write and present effectively and persuasively.</li><li>• Ability to research, analyse and interpret data/information to support development of Procurement Plans/strategies.</li><li>• Ability to develop appropriate relationships with suppliers and clients.</li><li>• Ability to facilitate flexible working in the context of changing and developing technology</li></ul>

<b>BEHAVIOURS</b>	<p>Open</p> <ul style="list-style-type: none"> <li>• Act with integrity, honesty and transparency</li> <li>• Welcome and expect change and evolving technology</li> <li>• Work in new ways</li> <li>• Be willing to learn</li> <li>• Treat people fairly and with respect</li> </ul> <p>Invite Contribution and Challenge</p> <ul style="list-style-type: none"> <li>• Co-production</li> <li>• Collaborative</li> <li>• Competition</li> <li>• Working together</li> <li>• Information Sharer</li> <li>• Integrated thinkers</li> </ul> <p>Accountable</p> <ul style="list-style-type: none"> <li>• Do more for yourself</li> <li>• Take personal and professional responsibility for your actions and performance</li> <li>• Deliver at Pace</li> <li>• Look for ways to save money</li> </ul>
-------------------	--

## The Council's Collective Agenda:

All Corporate Directors, Directors and Senior Managers have an explicit responsibility to deliver the collective agenda of the Council. These are fundamental elements of their role not an addition and are summarised as follows:

### **Whole Council**

- Seek to improve the lives of all residents in Kent and economy of Kent
- Act as corporate parent to the Council's looked after children
- Take an active role in promoting and ensuring the Council's responsibilities for safeguarding are met.
- Understand, communicate and contribute to the delivery of KCC's strategic aims
- Meet statutory obligations and promote and ensure compliance with policies and procedures and the Council's Code of Conduct (Kent Code).
- Advise elected members and support the democratic process
- Promote the Council brand and enhance the overall reputation of the Council
- Understand and monitor the measures of performance, including customer insight, which define successful outcomes for KCC services
- Maintain and ensure a relentless focus on the customer
- Act to support the Council-wide need to deliver services within budget, thereby avoiding an overspend that could damage the financial viability of the Council
- Overcome professional and service silos to achieve the County Council's objectives.

### **Integration of Services**

- Focus resources where they have the biggest impact
- Deliver services that are flexible and adaptable
- Integrate services within KCC and work with partner agencies to ensure a seamless customer experience
- Fully and inclusively engage all staff in the delivery of services, demonstrating the Council's leadership values and competencies.

### **Embedding Commissioning and Engaging relevant markets**

- Establish an outcome focused organisation
- Meet the financial regulations and standing orders of KCC
- Challenge the status quo and engage with the market to constantly improve
- Ensure all services are delivered effectively and efficiently
- Proactively and continuously seek to improve service delivery
- Proactively manage risk to avoid inertia whilst not exposing the Council to needless and avoidable challenge or loss

### **Managing Change**

- Understand and support the Authority's overall change agenda
- Deliver required outcomes of service specific change on time and to budget
- Understand the quality of staff, support their development, nurture those with talent
- Identify the skills for the future and the level of staff through robust workforce planning
- Identify and deal with underperformance.
- Deliver to agreed budget and income targets.