



Kent County Council

Strategic Procurement and Commercial Lead

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Introduction to Kent County Council

We are the UK's largest local authority, with a workforce in excess of 30,000 people, including maintained schools, serving a population of 1.5 million. We have various offices in central locations and a large number of service establishments throughout Kent; our corporate office is based in Maidstone.

More than two thirds of our workforce provide services directly to the public – such as domiciliary Care Workers, Classroom Assistants, Social Workers, Teachers, and Occupational Therapists etc.

Our annual budget covers a huge range of services. This translates into a host of interesting roles and career paths awaiting those who want to work in a leading edge public sector organisation.

Visit our website, www.kent.gov.uk.

Aims and objectives

Our focus is to work as one council to design and deliver a cohesive, modern public service offer for all Kent's residents, businesses and communities. This will bring together change projects consistently across the council and create organisational design opportunities to transform the way we work, including our people, assets, technology, structures and service delivery.

Success in delivering this aspiration will be determined using the following criteria:

- Working beyond the limit of organisational and service boundaries
- Thinking beyond the limit of our statutory powers
- Building capacity to provide sector and system leadership
- Delivering at both strategic and local scale
- Supporting economic security
- Delivering a cohesive service offer
- Flexibly uses its assets as part of public service design and delivery

The [Strategic Delivery Plan](#) is our business plan for 2020 – 2023. In light of COVID-19 this has been revised to focus on those critical activities for 2020-21.

Our business plan plays an important part in delivering the outcomes of our strategic statement.

Political Arrangements

The County Council has 81 councillors and elections take place every four years.

The political composition of the County Council is as follows:

| | |
|--------------------|------------|
| Conservative | 62 members |
| Labour | 7 members |
| Liberal Democrat | 6 members |
| Green Party | 4 Members |
| Independent Groups | 2 members |

The Leader of Kent County Council is Roger Gough.

There is a Cabinet of Executive Members which meets regularly to debate policy issues and make key decisions. The cabinet comprises of:

| | |
|----------------------|---|
| Roger Gough | Leader of Kent County Council |
| Peter Oakford | Deputy Leader and Cabinet Member for Finance, Corporate and Traded Services |
| Clair Bell | Cabinet Member for Adult Social Care and Public Health |
| Susan Carey | Cabinet Member for Environment |
| Sue Chandler | Cabinet Member for Integrated Children's Services |
| Mike Hill OBE | Cabinet Member for Community and Regulatory Services |
| Shellina Prendergast | Cabinet Member for Education and Skills |
| David Brazier | Cabinet Member for Highways and Transportation |
| Bryan Sweetland | Cabinet Member for Communications, Engagement and People |
| Derek Murphy | Cabinet Member for Economic Development |

Structure of KCC

The structure of the organisation is as shown [here](#)

The Senior Officer team consists of six Corporate Directors. For more information on the Corporate Management Team please follow this [link](#)

The four directorates are as follows:

Growth, Environment and Transport

The Directorate comprises a range of key frontline, strategic, policy and commercial functions, and plays a major role in making Kent a better place to live, work and visit. The services provided, and the future the directorate helps to shape, affects every household in Kent. This includes strategic responsibility for the future of the county in terms of planning, economic development, transport policy, and major transport improvement schemes, waste disposal and recycling services. In addition, GET manages country parks; libraries; and delivers enforcement services including trading standards, community safety and emergency planning.

Responsible for services that include:

Highways, Transportation & Waste, Regulatory Services, Economic Development, Community Safety & Emergency Planning, Libraries, Registration & Archives, Sport & Country Parks, Arts including Kent Film Office, Development Planning, Planning Applications, North Downs Areas of Outstanding Natural Beauty, Flood Risk & Environment, Sustainability & Climate Change and Heritage Conservation

Adult Social Care and Health

The Directorate commissions and provides a range of services to improve outcomes for older and vulnerable adults, including those with mental health issues or disabilities, and their families. The Directorate supports vulnerable adults to live independently by promoting their wellbeing and supporting their independence. Services for adult mental health and learning disability already work in integrated teams with NHS colleagues and as a key partner in the Kent and Medway STP we are developing multi-disciplinary teams within communities to support local care.

Responsible for services that include:

Adults Central Referral Unit, Adult Community Teams, Safeguarding and quality, Kent Enablement at Home, Sensory and Autistic Spectrum Conditions Service, Integrated/Registered Care Centres, Day Centres, Community Learning Disability Teams, In-House Provision and Mental Health Services.

Children, Young People and Education Directorate

This Directorate combines and integrates the statutory responsibilities of Specialist Children's Services together with Education services and the targeted and universal services for children and young people within Early Help and Preventative Services. There is a strong focus on alignment of resources to help ensure achievement of one of the key County Council strategic outcomes: 'Every child and young person in Kent gets the best start in life'. To improve outcomes for children and young people, services within the Directorate are working together with relevant partners to deliver the vision set out in the Children and Young People's Services Integration Programme.

Responsible for services that include:

Children's Social Care, Adoption & Fostering, Standards & School Improvement, Skills & Employability, Early Years and Childcare, Provision Planning, Fair Access, Educational Psychology, SEN Assessment & Placement, Youth Justice, Outdoor Education Centres, Children's Centres and Youth Hubs, Inclusion & Attendance, Early Intervention and Community Learning & Skills and Disabled Children and Young People Teams.

Strategic and Corporate Services

The Directorate supports the delivery of our front line services. The Directorate leads and co-ordinates major change, organisational design, development and provides a critical client and contracting role with our trading companies including property, legal and customer contact. It provides organisational wide governance, financial management and a major contribution to our political and external relationships.

Responsible for services that include:

Engagement, Communications, Organisation Design & Development, Finance, Governance & Law, Infrastructure, Policy and Strategic Commissioning including Procurement & Business Intelligence and Public Health

Job Description

| | |
|------------------------|---|
| Directorate: | Chief Executive's Department |
| Grade: | KR15 |
| Responsible to: | Head of Procurement and Commercial |

Job outline:

The primary focus of the role will be to support the Head of Procurement and Commercial in developing and deploying commercial procurement best practice and to maximise the value of a centralised corporate procurement function.

The role reports to the Head of Procurement and Commercial and will have overall responsibility for commercial procurement in specific categories of work. This post performs a leading role in giving the citizens of Kent value for money and delivering social value. The postholder is responsible for working with Directorates as business partners to provide oversight and support across all third-party spending with the responsibility for providing commercial contract management expertise on KCC's key / high risk contracts (e.g., pricing negotiations, contract disputes, sanctions). It will directly lead a team of commercial procurement professionals overseeing a portfolio of commissioning contracts, ensuring strategic relationship management with KCC's key suppliers and effective category management.

Job accountabilities:

- Lead, direct and shape the strategic procurement category strategy of a given portfolio of services to clearly show how long-term strategic corporate and service requirements will be met, whilst ensuring best value for the Council (including the delivery of savings). Deliver and drive the commercial and sourcing strategies for projects and programmes within the portfolio, taking into consideration risk and operational requirements. Deliver outstanding value for money and strong commercial outcomes that are in accordance with legislation, case law and KCC's standing orders. Assess and influence policies from a commercial perspective.
- Be a key member of the Commercial Management Team to develop business plans for category management, attending when required to relevant boards (and establish and manage cross-KCC governance and assurance boards and mechanisms in relation to commercial activity, where required). This may include engaging with Members, Heads of Service, Head of Procurement and Commercial and presenting and supporting Procurement and Commercial Managers with recommendations. Understand the corporate context of the spend profile of the category in relation to business plans and the Council's overall strategy, which sets out the priority programmes for the Council.

- Act as Commercial Business Partner to Corporate Directors (and other senior managers) for the portfolio of services, ensuring there is an overview of KCC's key contracts and support on the management of commercial performance, risks, and changes on those contracts within the portfolio. As part of the business partner role, hold services accountable for compliant procurement processes and through ownership of the scheduling process, ensure effective provision of procurement delivery for activity. Provide assurance on complex and high value procurements and contracts within the portfolio.
- Set commercial standards and procedures and report on compliance with these, including around transparent reporting requirements. This includes ensuring a framework is in place to determine the appropriate sourcing approach and route to market, alongside administering the tendering process, bid evaluation, supplier selection and contract award.
- Create and maintain the Council's annual commercial plan and pipeline, including communicating the Council's upcoming contracting opportunities to the market and KCC's key provider sectors.
- Be accountable for the strategic relationship management of KCC's key suppliers (alongside the other Strategic Procurement and Commercial Leads). This includes developing and delivering category strategies for the Council's contracted spend.
- Establish key performance metrics and benchmarks relating to all aspects of commercial procurement within the portfolio, including measuring actual performance against targets on regular basis and presenting results to Senior Management. Commercial management and oversight of framework agreements/DPS', including monitoring and challenging on/off contract spend.
- Act as the lead engagement for KCC, with internal and external stakeholders to drive collaboration, best practice sharing and value for money outcomes and influence procurement and contract management practice locally, regionally and nationally.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Recruitment Selection Criteria

The qualifications, knowledge and experience criteria below will be used in shortlisting. Applicants should describe in their application how they meet these criteria.

Qualifications:

Relevant professional qualification (relevant to category e.g. RICs) and membership of a relevant professional body e.g. Chartered Institute of Procurement and Supply (ideally up-to-date Chartered status).

Full MCIPS qualified or working towards

Evidence of continuing professional development.

Educated to degree level or equivalent.

Experience:

Extensive experience and successful track record leading a commercial procurement area operating in a diverse range of categories covering high risk, high value and complex spend.

Experience of working with multiple and disparate stakeholders

Experience and proven success developing commercial procurement staff

Experience developing and implementing professional standards

Skills and Abilities:

Strong commercial leadership and judgement with a well-developed ability to identify and achieve efficiencies

Ability to negotiate with and influence strategic partners and providers to meet the Council's objectives

Ability to negotiate the procurement process, with demonstrable skills of contract and supplier management

Ability to understand, develop and work within appropriate governance structures

Able to build relationships with partners that effect improved outcomes.

Creative thinking and able to implement policy effectively.

Able to effectively lead, develop and grow individuals and teams.

Ability to manage conflict and identify acceptable solutions and outcomes.

Effective financial management



Knowledge:

Expert knowledge of procurement and contract management principles and how these are applied within the Public Sector

Excellent knowledge of Council services and current challenges Understanding of procurement and contract management

Working knowledge of the services/systems being procured

A thorough grasp of current and future issues impacting on local government services

Thorough understanding of the role of the modern Local Authority and its relationships with partners.

Organisational Responsibilities

All Corporate Directors, Directors and Heads of Service have an explicit responsibility to work as part of a team to deliver, collectively, the agenda of the County 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 the 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

Kent Values

- We are **brave**. We do the right thing, we accept and offer challenge
- We are **curious** to innovate and improve
- We are **compassionate**, understanding and respectful to all
- We are **strong together** by sharing knowledge
- We are all **responsible** for the difference we make

Our values enable us to build a culture that culture is:

Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile

Curious - constantly learning and evolving

Compassionate and Inclusive - compassionate, understanding and respectful to all

Working Together - building and delivering for the best interests of Kent

Empowering - Our people take accountability for their decisions and actions

Externally Focused - Residents, families and communities at the heart of decision making

As a senior leader you will be expected to role model and drive the Council's cultural aspiration and its related values. In doing this the leadership traits we expect of you are:

- Courage and integrity
- Making a difference – sense of purpose
- Compassion and inclusion – community leadership
- Drive for results -
- Curiosity and learning

Working for Kent County Council

Salary and Notice

The appointment will be subject to 3 months' notice.

KCC pays salaries to bank accounts on the 25th of the month unless this falls on a weekend or public holiday.

Terms and Conditions

The appointment is subject to the terms and conditions contained within the Kent Scheme of Conditions of Service.

30 days annual leave is provided excluding Bank Holidays. You will also receive paid time off for public holidays plus a concessionary day at Christmas.

An excellent relocation package is available to assist with costs, including removal companies, temporary lodgings and professional expenses.

The postholder will be expected to provide a car for official journeys.

Personal Interests

Kent County Council policy requires all employees to declare membership of any organisation that falls within the following definition:

Any lodge, chapter, society, trust or regular gathering or meeting, which:

- is not open to members of the public who are not members of that lodge, chapter, society or trust;
- includes in the grant of membership an obligation on the part of the members to make a
- commitment (whether by oath or otherwise) of allegiance to the lodge, chapter, society, gathering or meeting; and
- includes, whether initially or subsequently, a commitment (whether by oath or otherwise)
- of secrecy about the rules, membership or conduct of the lodge, chapter, society, trust, gathering, or meeting

A lodge, chapter, society, trust, gathering or meeting as defined above, should not be regarded as a secret society if it forms part of the activity of a generally recognised religion.

Pensions

The post holder will have the choice of contributing to the Local Government Pension Scheme (LGPS). Further details will be available for the successful applicant.

Politically Restricted Posts

This is a politically restricted post which means that the post holder cannot stand for public elected office (other than to a parish council) and is subject to further restrictions on more general political activity.

Whole Time Employment

The person appointed will be required to devote their whole time service to the work of Kent County Council and should not engage in any other business without the express consent of the County Council.

Health and Safety Policy

The County Council recognises and accepts its responsibility as an employer, and will take positive action to ensure the health, safety and welfare of all employees and other persons who may be affected by its operations, by providing safe working conditions and a healthy and safe working environment.

Sickness Provision

Our sickness benefit scheme exceeds statutory requirements. Actual paid absence depends on how long you have worked for KCC and the circumstances of your absence. For example, after 6 years' service your benefit would be 6 months full pay and 6 months half pay.

Training and Development

KCC is committed to supporting staff to reach their full potential through annual appraisal and personal development plans, enhanced by a range of career development opportunities.

Managers from KR9 to KR20 will be required to undertake our Kent Manager standard programme within the first year of employment.

Green Travel

Our Green Travel Plan is exploring alternative modes of transport to improve travel choice and reduce congestion and pollution. This includes:

- Car sharing and emergency taxi home.
- Discounted fares, free tickets, trip planning and improved travel information.
- Pool car and bikes

Other benefits

KCC offers a range of family friendly policies including:

- A generous maternity scheme
- Emergency leave
- Parental leave
- Special leave
- Help Fund – all employees have the opportunity both to pay into the fund and to apply for help from it when experiencing financial hardship
- An in-house confidential counseling service and Occupational Health Service
- Kent Rewards - discounts at over 1,200 retailers ranging from reduced rates at Health Clubs to house and car insurance to holidays

Living in Kent

With great schools, vibrant cities, golden beaches and stunning countryside Kent has lots to offer you. Find out more about [locations in Kent](#).

Selection Process

Closing Date

This post will close at midnight on 10th September 2023.

Selection Process

As part of the interview process for this role you may be required to complete an occupational personality questionnaire prior to your interview.

How to Respond

To apply please visit www.kent.gov.uk to complete an online application form.