

Kent County Council

Job Description: *Senior Commercial and Procurement Officer Fixed Term*

Directorate:	Chief Executive's Department
Unit/Section:	Core Commercial Team (People/Place/Corporate)
Grade:	KR11
Responsible to:	Commercial & Procurement Manager

Purpose of the Job:

Kent County Council is currently undertaking a reprocurement of Adult Social Care Services for Home Care, Older People Residential / Nursing Care, Supported Living and Learning Disabilities / Physical Disabilities and Mental Health services. Our People Category Team encompassing Adult Social Care, Childrens Social Care, Public Health procure essential services to meet the requirements of people who draw on social care and public health support and ensure that resources are managed effectively.

Our People Category Team is supporting Commissioners with the reprocurement of these services, and we are recruiting Senior Commercial and Procurement Officers on a fixed term (initially 12 months) to provide additional capacity within the team and supporting the Strategic Commercial and Procurement Lead and Commercial and Procurement Manager with the procurement of these services, through the letting of new procurement frameworks.

You will provide professional commercial and procurement expertise, advice and guidance using a risk-based approach, to assist stakeholders to plan, develop, source and manage procurement arrangements, to effectively meet organisational and business objectives.

You would lead on a wide range of interesting, high value, risk projects. At the same time, you'll enjoy the satisfaction of knowing you're helping to ensure our procurement projects are of good quality, value for money and achieve those positive outcomes for people drawing on support, their carers, and our community.

By joining us, you'll find an established supportive team and a culture that focuses on producing the best outcomes. You'll enjoy working in an environment that offers a wide array of opportunities to develop and encourages you to build and develop a rewarding career. You will have the flexibility to work from our base in Maidstone or from home; you will be expected to attend the Maidstone office at least one day a week, potentially more often as projects require.

Main duties and responsibilities:

Support the Strategic Commercial and Procurement Lead and Commercial and Procurement Manager, by working with ASCH Commissioning Programme Board, Commissioning Leads and other internal and external stakeholders to to analyse, define, plan and secure the provision of Adult Social Care Services for for Home Care, Older People Residential / Nursing Care, Supported Living and Learning Disabilities / Physical Disabilities and Mental Health services.

Working closely with Commissioners and other stakeholders, you'll provide professional and technical guidance on procurement matters and lead procurement exercises. This

will include considering procurement strategies and approaches, undertaking market engagement, stimulation and planning the procurement process. You'll prepare documentation, advertise the contract, evaluate submissions as well as conduct negotiations as necessary. This will include, creating correspondence, preparing evaluation reports, debriefing unsuccessful bidders, and agreeing contract documentation.

You will ensure procurement activity is conducted in accordance with current legislation and case law and KCC operates as a centre of excellence. Ensure Council policies and governance requirements are followed and that social value is secured to benefit the local economy, communities and the environment. Apply knowledge and expertise to assist Commissioners in strategy development, tender execution and evaluation, contract negotiation and supplier performance evaluation.

You will attend the Commissioning Board overseeing these procurements, as well as participate in service specific project groups and / or work streams, to support Commissioners and other stakeholders in the development of all relevant outputs to plan and secure the services, including service specifications, activity and volumetric data, outcome measures, key performance indicators, performance measure and reporting requirements, etc.,

You'll contribute to the future development of the procurement service and support team members by sharing your knowledge and expertise. Working closely with team to share best practice and lessons learnt, furthering your procurement knowledge and experience.

What you'll need

You'll have experience of procurement, tendering and contract management processes, including of complex, high risk and value projects. You'll be able to demonstrate your experience relevant to the category specialism of procuring services for adult social care or public health and of applying UK Procurement Law. You'll need to demonstrate your ability to support, challenge and motivate individuals. You'll be confident in working on your own initiative or as part of a team. With good time management skills and techniques to prioritise workload and meet tight deadlines. You'll have the ability to work with a range of clients and colleagues at all levels, therefore, be a confident communicator, with a professional approach to both verbal and written communication. You'll also need an analytical way of working and a keen eye for detail to ensure accuracy.

This role is suitable for Procurement or Commercial Officers ready to take a leading role on procurement exercises.

What we can offer you

As well as the satisfaction of helping to improve thousands of lives across Kent, you can look forward to a work environment that encourages a healthy work/life balance. You'll enjoy generous annual leave, membership of the Local Government Pension Scheme and the option of flexible working. We'll also give you the chance to develop your skills and expertise with a variety of training and development opportunities.

Contributing to the development of the Commercial Strategy for the service(s)

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.

Kent County Council

Person Specification: *Senior Commercial and Procurement Officer Fixed Term JD*

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

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

	CRITERIA
QUALIFICATIONS	Degree or equivalent. CIPS level 5, or demonstrable commitment to work towards required level. Evidence of continuing professional development.
EXPERIENCE	Detailed knowledge and extensive practical experience of public sector procurement regulations and EU procurement directives. Experience of procuring Adult Social Care and Children and Young People services would be a distinct advantage. Use of market knowledge to inform the procurement strategy Supporting services and Commissioners to produce effective specifications Executing the tendering process through to contract award Shaping the contract to deliver client requirements, working with Legal when required Handling supplier negotiations Advising the client on appropriate contract management processes
SKILLS AND ABILITIES	Excellent interpersonal skills, including the ability to communicate effectively Strategic mind-set and problem-solving skills Excellent stakeholder management engagement and influencing skills in complex procurements and commercial environments Ability to write and present effectively and persuasively Ability to research, analyse and interpret data/information to support development of Procurement Plans/strategies Ability to develop appropriate relationships with suppliers and clients Ability to facilitate flexible working in the context of changing and developing technology.
KNOWLEDGE	Knowledge of the following procurement areas: Procurement Process Management, Market Knowledge, Negotiation, Contract Construction, Procurement Regulations, Social Value, Supplier Relationship Management, Procurement Risk Management, Procurement Systems and Procurement

	Governance & Control.
KENT VALUES AND CULTURAL ATTRIBUTES	<p>Kent Values:</p> <ul style="list-style-type: none"> • 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 <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</p> <p>Curious - constantly learning and evolving</p> <p>Compassionate and Inclusive - compassionate, understanding and respectful to all</p> <p>Working Together - building and delivering for the best interests of Kent</p> <p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making</p>