

## Kent County Council

### Job Description: *Senior Commercial and Procurement Officer*

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<b>Directorate:</b>	<b>Chief Executive's Department</b>
<b>Unit/Section:</b>	<b>Core Commercial Team (People)</b>
<b>Grade:</b>	<b>KSI</b>
<b>Responsible to:</b>	<b>Commercial &amp; Procurement Manager</b>

#### **Purpose of the Job:**

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. To support the letting of all contracts to ensure compliance with Public Procurement Regulations and local policies and governance requirements.

#### **Main duties and responsibilities:**

- Work with an allocated portfolio to ensure all procurement activity is compliant with the Regulations and meets business needs. Feed into the development of overarching procurement strategies that meet corporate and service requirements, ensuring a continually clear focus on KCC's strategic priorities and business strategies.
- Support Commissioners by providing commercial, contractual and legislative expertise on contract strategies, advising and supporting on procurement aspects of commissioning plans. This should include advising Commissioners (and service managers) on the commercial and financial viability of differing sourcing options for specific projects, contract issues, tender processes and procurement cycles, operating within UK public procurement laws and the Council's procedures, advising on any commercial or contractual risks.
- Ensure procurement activity is conducted in accordance with current legislation and case law and KCC operates as a center 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.
- Support the Commercial Manager by inputting into the development of the standards framework, through lessons learnt, supporting continuous improvement. Input into procurement best practice advice and guidance to the wider organisation.
- Maintain the Contract Pipeline (for the portfolio of services the post is responsible for), to support effective establishment of a Procurement Forward Plan and

ensure that key procurements are effectively resourced. Liaise with Commissioners to regularly review the Contract Pipeline for accuracy.

- Input into the development of a Supplier Relationship Management programme for KCC and activate programme for aligned suppliers, as well as being responsible for specific categories of spend, as defined by the Category Manager.
- Support operational and commercial review meetings (as required) with suppliers and act as an initial escalation point/ mediate in areas of dispute.
- Deliver specific educational awareness sessions to service and Commissioning teams, ensuring risk and commercial awareness, including best practice knowledge, is transferred.

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*

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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
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• Degree or equivalent.</li><li>• CIPS level 5, or demonstrable commitment to work towards required level.</li><li>• Evidence of continuing professional development.</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Detailed knowledge and extensive practical experience of UK public sector procurement regulations.</li><li>• Use of market knowledge to inform the procurement strategy</li><li>• Supporting services and Commissioners to produce effective specifications.</li><li>• Executing the tendering process through to contract award</li><li>• Shaping the contract to deliver client requirements, working with Legal when required.</li><li>• Handling supplier negotiations.</li><li>• Advising the client on appropriate contract management processes.</li></ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• Excellent interpersonal skills, including the ability to communicate effectively.</li><li>• Strategic mind-set and problem-solving skills.</li><li>• Excellent stakeholder management engagement and influencing skills in complex procurements 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>KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• 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 &amp; Control.</li></ul>
<b>KENT VALUES AND CULTURAL ATTRIBUTES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"><li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li><li>• We are <b>curious</b> to innovate and improve</li><li>• We are <b>compassionate</b>, understanding and respectful to all</li><li>• We are <b>strong together</b> by sharing knowledge</li><li>• We are all <b>responsible</b> for the difference we make</li></ul>

	<p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p>
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