

Directorate:	Strategic and Corporate Services
Unit/Section:	Strategic Commissioning - Commissioning Support
Grade:	KR12
Responsible to:	Procurement & Commercial Manager

Purpose of the Job:

The primary focus of the role will be to support the Procurement and Commercial Manager in commercial procurement within property and highways which has a diverse portfolio of buildings, sites, roads and other infrastructure.

The role reports to the Procurement and Commercial Manager and will have responsibility for working with project managers and stakeholders to deliver a range of commercial procurements.

The postholder may have 1-2 commercial advisors/commercial assistants who will support across the entire category/team.

Main duties and responsibilities:

- Operate as commercial lead, 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 expert 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.
- 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 Procurement and Commercial Manager 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 Head of Strategic Commissioning.

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

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	<ul style="list-style-type: none"> The postholder will need to be suitably qualified and experienced within the Construction industry Educated to degree or equivalent Achieved full MCIPS or equivalent experience, and/or desire to work towards
EXPERIENCE	<ul style="list-style-type: none"> The postholder will need to be suitably experienced within the Construction industry. You should have end to end Procurement Expertise and you should have experience/knowledge with Public Sector procurement and Public Contract Regulations 2015 Demonstrable category management experience Experience of public sector procurement regulations (PCR 2015) and EU procurement directives Demonstrable experience of delivering total cost of ownership savings/whole life costings Analytical mindset, but also creativity to seek, encourage and find non-traditional approaches and/or continuous improvement to deliver the best solutions Detailed knowledge and practical end to end procurement experience in Construction/Property and/or Highways/Civils including: <ul style="list-style-type: none"> Developing market knowledge and stakeholder relationships Use of data and analytics to support model option/make or buy decision and commercial strategy Use of market knowledge to inform the commercial strategies and routes to market Supporting clients to produce and enhance effective specifications Compilation of contract/tender documentation and relevant clauses to minimise risk Executing Request for Quotes/Proposal and full OJEU compliant tendering processes Selection of optimum tendering routes, pricing strategies and evaluation models Tender response requirements including complex evaluation models and criteria (price and qualitative

	<ul style="list-style-type: none"> elements), scoring and weighting matrices • Executing the evaluation and moderation process including detailed recommendation/award reports through to contract award • Shaping the contractual arrangements, contract management tools, performance measurement, progress reporting and contractual remedies to deliver client requirements, working with Legal when required • Supplier negotiations • Advising on contract management • Experience of using an online procurement system
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Strong leadership and team management skills including mentoring and coaching • Excellent influencing and negotiation skills • Excellent stakeholder/relationship management skills • Continued professional development in terms of skills, experiences and knowledge • Embracing change, innovation and organisational requirements • Be a self-starter with the ability to deliver with minimum supervision • Ability to write and present professionally, effectively and persuasively with excellent Word skills • Excellent Excel skills to be able to produce complex evaluation models including conditional formatting, VLook up etc.
KNOWLEDGE	<ul style="list-style-type: none"> • Detailed knowledge of public sector procurement regulations and EU procurement directives • Working knowledge of different forms of contract including NEC (3 & 4) and JCT (various forms) • Detailed knowledge in Construction/Property and/or Highways/Civils including involvement in: <ul style="list-style-type: none"> • Developing market knowledge and stakeholder relationships • Use of market knowledge to inform the commercial strategies and routes to market
BEHAVIOURS AND KENT VALUES	<p>Kent Values:</p> <p>Open</p> <ul style="list-style-type: none"> • Culture shift – changing things – business focused • Value for money thinking • Innovative thinking • Risk managers • Managing expectations

	<ul style="list-style-type: none"> • Solutions focused • Political awareness of unpopular decisions • Honesty/bravery <p>Invite Contribution and Challenge</p> <ul style="list-style-type: none"> • Co-production • Collaborative • Competition • Working together • Information sharer • Integrated thinkers <p>Accountable</p> <ul style="list-style-type: none"> • Professionalism • Seeking constant improvement • Quick response in relation to delivery • Acting as a commercial business • Innovator • Capacity builder • Creative
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COMPETENCIES, SUPPORTING SKILLS & BEHAVIOURS SPECIFIC TO ROLES WITHIN THE STRATEGIC COMMISSIONING TEAM

COMPETENCY	SUPPORTING SKILLS	BEHAVIOURS
Analytical	Understanding qualitative & quantitative data Horizon scanning Evidence based decision making Information gathering and research skills Communication Skills to address needs of stakeholders Presentation and influencing skills	<p>OPEN Culture shift – changing things – business focused Value for money thinking Innovative thinking Risk managers Managing expectations Political awareness of unpopular decisions Honesty/bravery Solutions focused</p> <p>INVITE CONTRIBUTION & CHALLENGE Co-production Collaborative Competition Working together Information sharer</p>
Collaboration	Stakeholder mapping & engagement Relationship management Data sharing & knowledge management Communication skills	
Specification & Measuring Outcomes	Writing quality specifications Defining outcomes Consideration of Alternative Service Delivery Models Social Value and Local Value Incorporating Health & Safety Standards in accordance with relevant legislation	
Financial Management	Private sector mind set Commerciality and business acumen Financial planning and forecasting Business case modelling skills Financial governance skills	
Project Management	Project planning and change management skills including:	

	<ul style="list-style-type: none"> • Scoping • Business Case • Stakeholder analysis & engagement • Resource allocation • Motivation and managing the project team 	Integrated thinkers
Leadership	Shares and communicates the vision Engages with the organisation and influences strategic decisions Problem solving Political Awareness Risk management Innovation and Creativity Inspirational presenter Creates an environment that works to individual strengths to achieve outstanding results	ACCOUNTABLE Professionalism Seeking constant improvement Quick response in relation to delivery Acting as a commercial business Innovator Capacity builder Creative
Evaluation	Ability to determine measurement vehicles Ability to produce complex price and qualitative evaluations models in excel Able to review, evaluate and moderate Ability to make robust recommendations Lessons learned	
Performance Management	Sets clear well defined performance outcomes and tracks progress Holds self and others accountable Seeks performance feedback	
Decommissioning	Able to identify when de commissioning should be used Ability to present evidence based decisions on de commissioning	

Organisational responsibilities

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