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| Directorate: | Strategic and Corporate Services |
| Unit/Section: | Strategic Commissioning |
| Grade: | KR8 |
| Responsible to: | Commercial Lead |

Purpose of the Job:

Provide procurement sourcing support and management within property (construction), across a diverse portfolio of buildings, sites, roads and other infrastructure.

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 for this role will be Property (Construction) but the postholder will be expected to flex and work in other categories if the workload dictates.

Main duties and responsibilities:

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.

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.

Kent County Council

Person Specification: *Senior Buyer – Property*

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 |
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| QUALIFICATIONS | <ul style="list-style-type: none">• Educated to degree/NVQ5 level or equivalent• Achieved full MCIPS or equivalent experience, and/or desire to work towards full MCIPS |
| EXPERIENCE | <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">• Use of market knowledge to inform the procurement strategy• Supporting clients to produce effective specifications• Executing RFQ, RFP tendering processes• Handling supplier negotiations• Advising the client on appropriate contract management processes• Strategic mind-set and problem-solving skills |
| KNOWLEDGE | <ul style="list-style-type: none">• Knowledge of public sector procurement regulations and EU procurement directives• Detailed knowledge of Category area |
| SKILLS AND ABILITIES | <ul style="list-style-type: none">• Appropriate skills covering Procurement Process Management, Market Knowledge, Negotiation, Procurement Regulations, Supplier Relationship Management, Procurement Risk Management, Procurement Systems and Procurement Governance & Control• Excellent interpersonal skills, including the ability to communicate effectively and build rapport with internal stakeholders• Excellent stakeholder management engagement and influencing and negotiation skills when managing procurements and procurement and commercial environments• Ability to write and present effectively and persuasively• Ability to research, analyse and interpret data/information to |

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| | <p>support development of Procurement Plans/strategies</p> <ul style="list-style-type: none"> • Ability to develop appropriate relationships with suppliers and clients • Ability to facilitate flexible working in the context of changing and developing technology |
| BEHAVIOURS AND KENT VALUES | <p>Kent Values:</p> <p>Open</p> <ul style="list-style-type: none"> • Act with integrity, honesty and transparency • Welcome and expect change and evolving technology • Work in new ways • Be willing to learn • Treat people fairly and with respect <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"> • Do more for yourself • Take personal and professional responsibility for your actions and performance • Deliver at Pace • Look for ways to save money |