

## Kent County Council

Job Description: *Commercial / Procurement Lead*

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

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

The primary focus on achieving KCC maximum value for money and to create a customer focused solution by offering alternatives for commercial delivery across a number of considerations which include pricing, routes to market and other key terms and conditions.

The role reports to the Procurement and Commercial Manager and will have responsibility to provide professional commercial oversight, advice, consultancy and delivery on allocated categories to assist stakeholders to plan, develop, source, manage spend and budgets to effectively meet organisational and business objectives.

This may include support for the letting of all contracts to ensure compliance with Public Contract Regulations and Standing Operating Procedures.

### **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 standardisation, informal training and knowledge sessions/sharing, establishing best practice, supporting with the development of Commissioning Standards
- Responsible for sharing of best practice in order that procurements meet compliance requirements and effectively meet stakeholders organisational and business objectives, bringing major procurements to Commercial Advisory Group to give rise to constructive feedback and scrutiny.
- 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 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: *Commercial / Procurement Lead*

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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.

<b>QUALIFICATIONS</b>	<p>Educated to degree or equivalent in relevant field</p> <p>Achieved full MCIPS or equivalent experience, and/or desire to work towards</p>
<b>EXPERIENCE</b>	<p>Experience of identifying and implementing relevant commercial strategy and commercial approaches and has a good understanding of commercial opportunities risks, and exposures</p> <p>Analytical mindset, but also creativity to seek, encourage and find non-traditional approaches and/or continuous improvement to deliver the best solutions.</p> <p>Demonstrable category management experience</p> <p>Experience of public sector procurement regulations (PCR 2015) and EU procurement directives.</p> <p>Demonstrable experience of delivering total cost of ownership savings/whole life costings</p> <p>Detailed knowledge and practical hands-on end to end procurement experience including:</p> <ul style="list-style-type: none"><li>• Developing market knowledge and stakeholder relationships</li><li>• Use of data and analytics to support model option/make or buy decision and commercial strategy</li><li>• Use of market knowledge to inform the commercial strategies and routes to market</li><li>• Supporting clients to produce and enhance effective specifications</li><li>• Compilation of contract/tender documentation and relevant clauses to minimise risk</li><li>• Executing Request for Quotes/Proposal and full OJEU compliant tendering processes</li><li>• Selection of optimum tendering routes, pricing strategies and evaluation models</li><li>• Tender response requirements including complex evaluation models and criteria (price and qualitative elements), scoring and weighting matrices.</li><li>• Executing the evaluation and moderation process including detailed recommendation/award reports through to contract award</li><li>• Shaping the contractual arrangements, contract management tools, performance measurement, progress reporting and contractual</li></ul>

	<p>remedies to deliver client requirements, working with Legal when required</p> <ul style="list-style-type: none"> <li>• Managing supplier negotiations</li> <li>• Advising on contract management</li> <li>• Experience of using an online procurement system</li> </ul>
<b>SKILLS AND ABILITIES</b>	<p>Ability to continually professionally develop in terms of skills, experiences and knowledge and be able to adapt to change, innovation and organisational requirements</p> <p>Appropriate procurement skills covering Procurement Process Management, Supply Base Analysis, Supply Chain Analysis, Market Knowledge, Negotiation, Contract Construction, standard industry forms such as JCT, NEC etc., Procurement Regulations, Supplier Relationship Management, Procurement Risk Management, Procurement Systems and Procurement Governance &amp; Control.</p> <p>Strong leadership and team management skills including mentoring and coaching.</p> <p>Be a self-starter with the ability to deliver with minimum supervision.</p> <p>Excellent stakeholder management engagement, relationship management and influencing/negotiation skills in complex procurements and procurements and commercial environments with suppliers and clients.</p> <p>Ability to write and present professionally, effectively and persuasively with excellent Microsoft Word skills</p> <p>Ability to produce complex procurement evaluation models utilising Microsoft Excel functionality to deliver comprehensive analysis.</p>
<b>KNOWLEDGE</b>	<p>Knowledge and experience of EU procurement processes, using Government procurement frameworks.</p> <p>Detailed knowledge of different procurement categories including involvement in:</p> <ul style="list-style-type: none"> <li>• Developing market knowledge and stakeholder relationships</li> <li>• Use of market knowledge to inform the commercial strategies and routes to market</li> </ul>
<b>BEHAVIOURS AND KENT VALUES</b>	<p>Kent Values:</p> <p>Open</p> <ul style="list-style-type: none"> <li>• Culture shift – changing things – business focussed</li> <li>• Value for money thinking</li> <li>• Innovative thinking</li> <li>• Risk managers</li> <li>• Managing expectations</li> <li>• Solutions focussed</li> <li>• Political awareness of unpopular decisions</li> <li>• Honesty/bravery</li> </ul>

	<p>Invite Contribution and Challenge</p> <ul style="list-style-type: none"> <li>• Co-production</li> <li>• Collaborative</li> <li>• Competition</li> <li>• Working together</li> <li>• Information Sharer</li> <li>• Integrated thinkers</li> </ul> <p>Accountable</p> <ul style="list-style-type: none"> <li>• Professionalism</li> <li>• Seeking constant improvement</li> <li>• Quick response in relation to delivery</li> <li>• Acting as a commercial business</li> <li>• Innovator</li> <li>• Capacity builder</li> <li>• Creative</li> </ul> <p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• <b>We are brave. We do the right thing, we accept and offer challenge</b></li> <li>• <b>We are curious to innovate and improve</b></li> <li>• <b>We are compassionate, understanding and respectful to all</b></li> <li>• <b>We are strong together by sharing knowledge</b></li> <li>• <b>We are all responsible for the difference we make</b></li> </ul>
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