

Role Profile

Job Title:	Assistant Business Lead Procurement
Location:	Hybrid/Colindale
Department:	Commercial and Procurement
Directorate:	Customer and Place
Grade:	J
Salary Range:	£45,021 - £50,031 (From April 2023)
Reports to:	Business Lead Procurement and Contracts

Job Purpose:

You will be joining the Commercial and Procurement team at a very exciting time. We are aiming to reach BarNET Zero as a Council by 2030 and as a borough by 2042. Our new vision is to put Caring for People, our Places and the Planet at the heart of everything we do. As a senior member of the Commercial team, you will support and deliver high quality commercial activities across procurement and contracts.

As Assistant Business Lead Procurement, you will work as part of a dynamic Commercial and Procurement team delivering a highly effective service; supporting, advising senior stakeholders and staff across Barnet on Commercial principles and processes to drive maximum benefit and efficiencies, whilst managing an integrated team to deliver effectively and efficiently all procurement and contract management activity.

The post holder will support the Business Lead Procurement and Contracts in the provision of effective, high quality and well co-ordinated procurement activity, capable of meeting all statutory, regulatory and Council requirements ensuring alignment with the activity of the organisation.

The post holder will be responsible for:

- Driving a joined-up approach to procurement activity within the defined area of responsibility.
- Developing and managing the portfolio of projects requiring procurement in the Council conduct fair, transparent and proportionate procurements compliant to the Public Contracting Regulations (PCR's) and the Council's own financial standing orders.
- Developing effective strategic and operational approaches for promoting innovation across all areas of procurement activity, working closely with colleagues, and the wider team.
- Supporting budget holders throughout the organisation with sound and consistent procurement advice to ensure the successful delivery of strategic and programme driven activities.
- Building and developing skilled procurement resource that engages and drives best outcomes across the Council.

- Effectively and consistently communicate governance and process, advise on the optimum procurement approach, develop annual forward plans and procurement pipelines
- Promoting and developing where appropriate, opportunities to drive savings opportunities, promote value for money and the most cost effective and sustainable solutions to stakeholders through innovative procurement routes.
- Managing of the end-to-end procurement process within the team to ensure a seamless transition of projects, ensuring the budget holder has full visibility of process, timelines and accountable individuals, including clear roles and responsibilities set out and agreed.
- To develop effective relationships across the Council for a defined area to ensure early involvement in any external third party spend.
- Employ excellent communication, negotiation and influencing skills to enable an effective change management with stakeholders at all levels (including senior management) who may hold differing and contentious views.
- Provide expertise of best practice methodologies regulatory requirements, policy imperatives, innovation and technological developments and stakeholders knowledge.
- Maximise and deliver Social Value benefits through procurement activity that have long and lasting impact and benefit to the Council and Borough through community wealth-building opportunities.

2. Key accountabilities:

- To identify where appropriate opportunities to drive savings initiatives, promote value for money and the most cost effective and sustainable procurement route.
- To provide input to the Business needs stage through the relevant documentation which supports the Business Planning process and input to the overall Procurement Pipeline.
- To develop effective and positive relationships across the Council for a defined service area to ensure early involvement in any external third party spend by modelling a collaborative and influencing style of working, negotiating with others to achieve the best outcomes.
- Using insight and evidence for improvement to drive pre-procurement market development and 'market making' activity.
- To communicate the governance and process effectively and consistently, ensure the team consistently advise on the optimum procurement approach, develop annual forward plans and monitor and improve compliance.
- Supporting the effective democratic process within the Council by providing an objective commercial perspective
- To ensure that all activity is focussed on delivering sustainable, innovative procurement solutions, in full compliance with relevant legislation.
- To ensure that all Procurement activities are conducted in a professional manner following relevant guidelines to minimise the risk of any supplier challenge
- To ensure that all relevant Procurement templates are used to ensure a Professional and consistent approach across the team
- To ensure that all Procurement projects have a published plan and are delivered on time

3. Financial Responsibilities:

Supporting budget managers in effective budget management.

4. Health and Safety Responsibilities:

As an employee of the London Borough of Barnet, you are required to:

- Abide by Barnet's health and safety policy and associated arrangements
- Complete mandatory health and safety training
- Follow safe systems of work and use devices/guards provided for safety.
- Wear/use personal protection equipment where issued and instructed to do so, including lone working devices.
- Report any Accident/Incidents/Hazards.
- Take care of your own and other's safety, health and wellbeing

5. Promotion of Corporate Values

To ensure that customer care is maintained to the agreed standards according to the council's values. To ensure that a high level of confidentiality is maintained in all aspects of work. Our values:

Caring / **L**earning to Improve / **I**nclusive / **C**ollaboration

6. Flexibility

In order to deliver the service effectively, a degree of flexibility is needed and the post-holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

7. The Council's Commitment to Equality

To deliver the council's commitment to equality of opportunity in the provision of services. All staff are expected to promote equality in the workplace and in the services the council delivers.

PERSON SPECIFICATION

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Criteria	Essential/Desirable	Assessed by:
Professional Membership/Qualification		
Professional membership of MCIPS or equivalent knowledge gained through experience	Essential	Application/Interview
Experience & Knowledge		

Educated to degree level in relevant academic subject with significant technical knowledge or have the relevant practical experience to demonstrate a commensurate level of technical knowledge	Essential	Application/Interview
Excellent knowledge of practical and effective risk and change management	Desirable	Application/Interview
Excellent knowledge of Public Procurement Requirements	Essential	Application/Interview
Providing coaching and mentoring to key stakeholders to support the embedding of a value for money culture	Desirable	Application/Interview
Presenting information to a range of key stakeholders to secure buy-in and engagement	Essential	Application/Interview
Skill & Ability		
Excellent Procurement skills including cost control and contract negotiation and management	Essential	Application/Interview
Excellent communicator - Provide and receive highly complex and sensitive information, negotiate with senior stakeholders on difficult and controversial issues, and present complex and sensitive information to large and influential groups.	Essential	Application/Interview
Excellent knowledge of Sustainable Procurement, covering all areas of sustainability - Economic, Social and Environmental delivery	Essential	Application/Interview
A resilient and tenacious approach to delivery of savings programmes in a multi-stakeholder environment	Desirable	Application/Interview
Understanding of working in a political environment	Desirable	Application/Interview
Values & Behaviours		
Caring		
Integrity- I work with candidates and colleagues in a way that builds trust.	Essential	Application/Interview
Support- I support my colleagues to deliver excellent services. I focus on resolving any issues and capturing lessons learnt	Essential	Application/Interview
Learning to Improve		
Insight- I regularly rely on evidence and professional standards to support my work and decision making.	Essential	Application/Interview
Agile-I am fully empowered to act within the scope of my role	Essential	Application/Interview
Inclusive		
Champion Diversity- I recognise the advantages and importance of equality, diversity and inclusion in delivering outcomes for residents, and take an active role to ensure they are implemented and integrated in everything I do.	Essential	Application/Interview

Collaborative		
One Team- I actively and purposefully build my network of relationships with people across the Council and with partners. I proactively seek feedback and evidence as a way of learning from and improving the way I work with others	Essential	Application/Interview
Accountable- I accept responsibility for my own actions and decisions, and demonstrate commitment to ensuring these align to what is best for Barnet	Desirable	Application/Interview
Outcomes Focused- I adapt my way of working to best suit the outcome we are trying to achieve within the scope of my role and professional standards	Desirable	Application/Interview