Role Profile

Job Title:	**Programme & Business Support Lead**
Location:	**Hybrid/Colindale**
Department:	**Commercial and Procurement**
Directorate:	**Customer and Place**
Grade:	**L**
Salary Range:	**£62,777 to £69,984**
Reports to:	**Head of Commercial**

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 the delivery of high quality commercial activities across procurement and contracts.

As Programme and Business Support Lead, you will manage a small team of Project and Business Support Officers, to work as part of a dynamic Commercial and Procurement team delivering a highly effective service; supporting and delivering key activities and processes to drive maximum benefit and efficiencies across the Council.

The post holder will be responsible for:

- Proactively working across the Commercial and Procurement team to ensure a seamless transition of commercial projects, ensuring the budget holder/client has full visibility of process, timelines and accountable individuals
- Developing effective relationships across the Council to ensure early involvement in any programmes or projects requiring Commercial input.
- Ensuring compliance with all confidentiality and governance requirements within the department.
- Implementing, maintaining and developing appropriate systems to support the Commercial and Procurement team, specifically including Oracle, Curtis Fitch and Proactis
- Ensuring the maintenance of Commercial and Procurement toolkits and other policies and documents to provide up-to-date Commercial and Procurement advice for internal and external stakeholders
- Ensuring Management Information systems are in place to provide relevant data to support the Commercial and Procurement function within the council
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2. Key accountabilities:

- To ensure that all Commercial team members have access to the systems they require, including Purchase to Pay, Strategic Sourcing, Supplier and Contract Management systems as well as knowledge and information systems, and know how to use them
- Manage, monitor and report on benefits realisation management, tracking the progress and ensuring that the intended benefits are achieved with outcomes maximised.
- Oversee the work with relevant internal stakeholders to ensure the information systems are integrated with the overall Council and Commercial strategies; ensuring synergy between strategy milestones and objectives.
- Lead the delivery of the appropriate guidance and training to all users of Procurement systems, including Purchase to Pay, Strategic Sourcing, Supplier and Contract Management
- Lead as an expert; integrating systems and managing effective working relationships with the appropriate stakeholders.
- Develop and implement appropriate long term business strategy with stakeholders, implementing new business processes as required.
- Ensure appropriate governance structures are in place to support transparency and value for money.
- Manage the appropriate programme controls ensuring monitoring and control activities and performance targets are on track.
- Ensure there is a resource management plan which sets out the activities required to implement. (Resources meaning finances, people, assets and technology) for projects as required.
- Establish and manage the Commercial and Procurement team's risk management, change control and issue resolution processes.
- To monitor, interpret and qualify assure progress against deliverables. Quality assurance and progress of deliverables to Barnet Council that often require adjustments specifically in relation to the complex corporate business agenda, strategic objectives and the business planning process.

Information Management.

- Required to present to a range of internal and external stakeholders, (including executive sponsors and non-executive authorities) information relating to programme/service delivery.
- Developing and presenting reports summarising status on issues, appraising outcomes, and providing progress reports for senior staff or groups of staff as directed from time to time, tailoring the content to meet the needs of the audience.
- Operate within and provide enhancements to current management information and reporting to enhance decision making processes.
- Responsible for the overall planning and delivery of the strategy and for providing vision and strategic direction to the team and defining and managing the governance processes of the strategy.
- Contribute to the review and development of existing project information management systems and contribute to the development of an integrated approach to project management.
- Responsible for the development and delivery of data systems across the organisation that impact the Commercial team.

3. Financial Responsibilities:

Supporting the Head of Commerial in effectively Managing the Commercial and Procurement Team budget of up to £2m and the oversight of more than £100m of Commercial activity to ensure value for money and responsible control to support the Council's Financial strategies.

4. Health and Safety Responsibilities:

As a manager of the London Borough of Barnet, you are required to:

- Abide by of Barnet's health and safety policy, associated arrangements for managing, and implement the manager's responsibilities set out therein.
- Complete mandatory health and safety training
- Ensure risk assessments are in place for all task/actives where there are significant hazards, including stressors that could have an adverse effect on staff wellbeing. Identify and implement controls. Ensure staff are aware of the risk assessment findings and trained in the use of controls measures.
- Monitor health and safety compliance arrangements and take action where there are concerns
- Include health and safety in regular management team meetings
- Lead by example, monitor and enforce health and safety compliance of staff

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
Relevant post graduate training or membership of relevant professional body.	Desirable	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
In depth knowledge of Government Sourcing Playbook and HMT Managing Public Money	Essential	Application/Interview
Experience of project and programme management techniques and tools such as Prince 2 or Managing Successful Projects	Essential	Application/Interview
Excellent Knowledge of Contract Management practices and processes	Essential	Application/Interview
Excellent Knowledge of Legislative changes affecting Procurement and Contract Management	Essential	Application/Interview
Excellent knowledge of practical and effective risk and change management	Desirable	Application/Interview
Excellent Knowledge of Budget Management Practices	Desirable	Application/Interview
Excellent knowledge of staff management	Essential	Application/Interview
Providing coaching and mentoring at a management level 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		
Ability to analyse highly complex issues where material is conflicting and drawn from multiple sources (verbal, written and numerical).	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
Ability to analyse numerical and written data, assess options and draw appropriate initiatives	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.	Desirable	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