

LONDON BOROUGH OF MERTON
CORPORATE SERVICES DEPARTMENT
JOB DESCRIPTION

POST TITLE:	CATEGORY ADVISOR [People or Place]	
Politically Restricted:	No	
Number of Posts:	2	
Grade:	ME15	
Department:	Corporate Services	
Division:	Infrastructure and Transactions	
Service	Commercial Services	
Location:	Various offices according to the needs of the service	
Responsible to:	Category Manager	
Responsible for:	2 x Procurement Project Officers and Apprentices	
Post number:	MCS0002/1-2 [TBC] [Permanent]	Date: July 2017

ROLE CONTEXT

Procurement at Merton is changing and to achieve challenging targets, LBM requires skilled, commercially motivated Procurement professionals to help achieve significant savings. The role will be pivotal in driving forward and challenging the Council's approach to Category Management and its Make vs. Buy agenda. The role will also be integral in assisting the Council deliver against its Medium Term Financial Strategy (MTFS), departmental Target Operating Models (TOMs) and its ambitions to be London's Best Council by 2020. An ability to scrutinise and deliver value for money at all stages of the Procurement cycle is fundamental to the success of this role. Sound and productive relationship management skills will be vital, as well as a strong level of technical knowledge.

Category Advisors will be required to utilise their commercial and procurement expertise to work across the Council to ensure the delivery of a high quality approach to procurement. This will include having lead responsibility across the organisation for a specific aspect of a strategic procurement approach (e.g. the implementation of new procurement legislation, or delivering social value through procurement). In addition, post holders will have a key role in expanding Commercial Services' effectiveness and influence and ensuring an approach from the team that reaches out into the organisation to deliver a flexible and robust service.

MAIN PURPOSE OF ROLE

- To provide professional procurement resource to support and advise internal and external partners such that all LBM procurement decisions deliver:
 - Council objectives by demonstrating value for money
 - Synergies with the Council's MTFS
 - The effective use of resources
 - Expenditure that is managed strategically to achieve social and community benefits
 - Continuous improvement in service delivery
 - £14m efficiency savings over a three-year period through the implementation of category management
- To drive the implementation of the Commercial Services Business Plan, the Council's Category Management approach and its Make vs. Buy agenda by providing a professional procurement service to all clients across the Council.
- To work alongside clients to assist in the delivery of the Council's MTFS and TOMs.
- To support Category Managers in the reshaping of the procurement service and take a key role in the implementation of the centre-led procurement model to meet the needs of a broad range of internal service units.
- To provide day-to-day management of at least two Procurement Project Officers.
- To be responsible for the shaping and delivery of Category Management plans, working alongside clients to shape and deliver the service areas procurement and commissioning strategies. This will include advising on and managing high value-risk procurements as well as guiding clients through procurement governance, legislation, use of the e-tendering portal, etc. (supported by Procurement Project Officers).
- To create and maintain effective relationships, influencing internal stakeholders at all levels to deliver organisational outcomes. (e.g. actively contributing to integrated working between Commercial Services and commissioning / services).
- To directly lead on identified category areas to drive savings, innovation and social and economic improvements from procurement activity. The role will include the allocation of procurement resources and management and monitoring the delivery of complex projects and programmes. Post holders will be required to use their commercial acumen, their ability to horizon scan and market knowledge to focus on achieving outcomes for internal customers and Merton's residents, while maximising the delivery of savings.
- Procurement Transformation:
 - To proactively support Category Managers in delivery of new service led initiatives through the implementation of innovative and sustainable procurement solutions in the sourcing of works, services and goods contracts.

- To assist the Council in opening up opportunities for the local economy supply chain through improved awareness of the Council's e-tendering platform (selling to the Council).
- To implement efficient procurement practices across the Council, in particular e-procurement and Category Management, in order to maximise efficiency, transparency and effectiveness. To ensure quality, sustainability, fairness and equality issues are incorporated throughout procurement activities along with Social Value.
- To proactively contribute to the increased commercial skills of colleagues throughout the Council, in particular sharing best practice and lessons learnt. This includes responsibility for one-to-one training of e-tendering systems etc.
- To ensure that the Council operates within the professional and legal requirements in respect of procurement to minimise procurement risk. Provide advice and support to officers across the Council to ensure compliance with UK/EU Procurement Regulations, and the Council's Contract Standing Orders.
- Procurement Pipeline:
 - To proactively manage multi-project procurement activity across all Council service groups to drive deadlines and maximise commercial outcomes through SMART design of tender and outcome specification.
 - To provide advice and support to those involved in the sourcing process from business case, soft market testing, tender pack design and production, e-tendering, the analysis and evaluation of tender responses through to contract register and monitoring.
 - To oversee the activity of the Procurement Project Officers to ensure the efficient and effective running of e-tenders. Implement proactive approach to maximise commercial competition and generate positive outcomes.
- Communication & Reporting:
 - Prepare reports and correspondence (e.g. respond to FoI requests) for Category Managers and the Head of Commercial Services as required.
 - Establish, manage and circulate the procurement spend analysis on a monthly basis organised by spend category (ProClass) to provide spend targeting and contract management awareness across the Council.
 - Deputise where necessary for Category Managers

MAIN ACTIVITIES AND RESPONSIBILITIES

- To work closely and pro-actively with service leads from across the Council to provide a professional, 'value adding', procurement service. This will include the development of

appropriate procurement approach options and provide challenge for commissioners to deliver required service objectives, innovation and value for money. The post holder will act with autonomy within the role to produce high quality procurement documentation and robustly and transparently manage all stages of the procurement and governance processes.

- To provide proactive, good quality, professional advice and support to service managers on commercial and procurement issues, including service-operating models, the engagement of third party suppliers, cost analysis and annual savings plans, and changes that will contribute to continuous improvement and enhanced efficiency.
- To provide proactive, good quality, professional advice and support to Merton staff, accountable for tendering service projects, on best practices throughout the procurement cycle (from identification of needs through to exit and lessons learned) including best practices in contract management. Provide support and assistance in exploring the range of procurement options available and the selection of the most appropriate route to market. Assist in the development of the tender pack (scope, specification, contract type, evaluation and tender response models).
- To proactively maintain an awareness of procurement and other relevant legislation, regulation and best practice, and advise on how this affects the Council's commercial activity. Identify and understand relevant legal and commercial terms, concepts, policies and processes (including project approvals and assurance procedures) to deliver agreed outcomes.
- To extract and analyse management and financial information to identify internal and external cost drivers and opportunities for savings and improvements.
- To produce regular monitoring reports, including analysis and advice, for Procurement Board, departmental Operational Procurement Groups, Departmental and Corporate Management Team meetings, Cabinet and Scrutiny Panels.
- To ensure delivery of the Commercial Services Business Plan and associated procedures and practices, managing delivery of specific procurement projects and areas as directed by the Category Manager and the Head of Commercial Services.
- To ensure that an electronic corporate contracts register of all contracts entered into by the Council is maintained and arrange for publication of key details as required under the Local Government Transparency Code.
- To ensure the review and redesign of procurement related documentation (templates and toolkit) for use across the Council with the aim of simplifying the content for both Council staff and Suppliers. This will include liaising with Legal and Finance to develop written guidance on compliance with public procurement rules and relevant provisions of the Council's Constitution including Contract Standing Orders and the Scheme of Management.

- To manage a range of commercial and procurement projects, related to the supply of goods and services, developing work programmes and project plans, and ensuring that tangible benefits are identified, and tracked into implementation.
- To develop and facilitate appropriate training, briefings and workshops for managers and staff, to enable them to develop relevant skills, and understanding of commercial and procurement issues and their role in the management of these issues.
- To regularly review the commercial priorities across assigned categories of spend and decide on the weekly Commercial Services resource allocation that will facilitate timely and improved qualitative and quantitative service delivery.
- To develop positive and sustainable relationships with managers across the authority and work with them on measures for continuous improvement and joined up services.
- To participate in intra- and inter-departmental working parties and to ensure that such groups receive appropriate contributions from the Division.
- To undertake such other duties of a comparable nature elsewhere in the organisation as may be required to facilitate management development and service flexibility.
- The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Category Managers, Head of Commercial Services, Assistant Director and/or Director.

EXAMPLE OUTCOMES AND/OR OBJECTIVES THAT THIS ROLE WILL DELIVER:

- High levels of satisfaction and confidence from Members and internal customers and suppliers about the procurement service
- Expert commercial advice and guidance is provided to members and senior officers, and procurement adds value to the organisation through the delivery of savings and the implementation of wider strategic objectives
- Increased 'professionalism' of commercial and procurement activity within the procurement team and across the Council, developing colleagues knowledge, skills, empowerment and experience in all general and technical commercial and procurement matters.
- Well-led and innovative category areas, delivering savings and social and economic improvements in the area of procurement activity, achieving the outcomes in departmental TOMs, the Council's Financial Strategy and the Council's Business plan.
- Successful market engagement processes delivered, identifying and incorporating innovation in service specifications and commercial models, prior to commencing the procurement process.

- The successful delivery of procurement programmes in the category, resulting in the achievement of improved outcomes for residents over the life of the contract and achievement of the Council's savings target.
- All procurement processes stand up to scrutiny and are fair, open, transparent with high levels of information security.

LONDON BOROUGH OF MERTON
CORPORATE SERVICES DEPARTMENT
PERSON SPECIFICATION

POST TITLE: CATEGORY ADVISOR

Grade: ME15

Date: July 2017

QUALIFICATIONS AND EXPERIENCE

Professional and Post Specific Requirements

- MCIPS certification or working towards MCIPS certification or relevant experience working within a professional / commercial procurement environment. Candidates must either have, be working towards or be willing to work towards a CIPS Professional Diploma in Procurement and Supply (level 6), via the Chartered Institute of Procurement and Supply, within a mutually agreed timescale, and adhere to the Institute's Code of Conduct.
- Recent (within the last two years) proven, hands-on procurement experience in a UK/EU public sector environment.
- Demonstrable advanced technical knowledge and practical experience of managing the procurement of complex and business critical contracts and services in line with UK/EU Public Contracts Regulations and associated legislation.
- Proven, strong experience of managing high risk and high value procurement projects and leading multi-disciplinary project teams to implement new initiatives to improve performance and efficiency.
- Responsibility in previous roles for leading the delivery of public sector procurement projects / category management / strategic sourcing initiatives resulting in significant savings against demanding timescales.
- Substantial experience of developing and delivering organisational-wide procurement strategies and/or policies (such as category management).
- Demonstrable experience of working effectively with a range of professionals in service areas, demonstrating excellent stakeholder engagement skills.
- PRINCE2 Foundation Certificate or similar project management qualification.

- Experience of managing risk in a commercial/political environment.
- Experience of leading and developing a number of individuals within a team environment.
- Ability to think creatively and strategically and be willing to progress innovative and creative ideas.
- Experience of gathering, analysing and reporting on data relating to category spend.
- Excellent interpersonal, verbal and written communication skills including formal report writing (such as proven experience of writing and presenting business cases / procurement strategy reports).
- Strong working knowledge of e -tendering systems.

SKILLS AND KNOWLEDGE

- A strong understanding of the functions of Government (preferably Local Government) and the strategic direction overall, including the key factors that drive change and achieve organisational improvement.
- Proven working knowledge and ability to use a range of cost analysis and service delivery option analysis tools and techniques to review services and improve performance and efficiency.
- A strong working knowledge of and the ability to apply complex procurement processes and techniques used in managing EU procurement/tender processes (e.g. Competitive Dialogue).
- Excellent inter-personal, communication and team working skills with the ability to lead and motivate.
- Ability to champion the Councils improvement and change agenda with officers, Members and partners in order to effectively drive organisational change. Ability to communicate effectively at all levels to manage and influence others to achieve organisational procurement objectives.
- Ability to think strategically and to develop practical and creative solutions to corporate and strategic issues. Ability to interpret and help document the 'needs and wants' of operational based service colleagues / teams.
- Experience of defining and challenging business and customer needs, and identifying cost drivers for delivering improvements (e.g. Make vs Buy vs Partnering etc.).
- Ability to manage a portfolio of multi-disciplinary commercial and procurement projects ensuring that all are delivered on schedule and within budget including undertaking the detailed preparation and issue of tenders and quotations.

- Proven track record of delivering value for money results for a wide range of goods, services and works at the various stages of the procurement life cycle
- Ability to work proactively and use initiative to develop solutions to problems that arise, in conjunction with the Category Manager and Commercial Services team colleagues.
- Ability to assess situations and make decisions that will affect priorities for the business unit with the procurement project. Ability to use previous knowledge and experience to provide project based advice to all services across the Council. Decisions made based on this advice can have significant impact on ensuring procurement processes are followed.
- The post holder will provide specialist advice across services of the Council in respect of all procurement activities (including e-tendering and monitoring of contracts post award) and will support other officers in the development of procurement solutions for services. This may include collaborative working with other Local Authorities. The post holder will need to ensure that data is captured is correct and accurately reflected in the procurement process. The post holder will work closely with the Procurement Project Officers to ensure the processing of procurement projects through the e-tendering system.
- Proven track record of drafting terms, contract documents, and supporting contract management activities.
- Up-to-date knowledge of relevant markets and intelligence gathering methods.
- Good knowledge and /or previous track record of using e-tendering software in a systems-administrator / training capacity.
- Advanced MS Word, MS Excel and analysis skills.

MANAGERIAL AND PERSONAL REQUIREMENTS

- Strong commercial acumen
- Strong analytical skill with ability to reach sound judgments after careful and systematic evaluation of relevant facts.
- Demonstrable understanding of the principles of value for money.
- Self-confidence and proven experience of presenting detailed information and influencing at senior manager level. The post holder will need to understand the context of information, often complex in nature and relay this confidently to gain commitment by others to take a recommended course of action.
- Understanding and application of project management and risk management.
- Experience of managing and supporting staff effectively to meet departmental objectives and provide a customer focused service.

- Knowledge of electronic procurement and accessing data through Finance systems.
- Good emotional intelligence with excellent communication skills, both orally and written.
- Excellent numeracy skills.
- Demonstrable understanding of the role of support services.
- Political awareness and understanding of the Council's vision and mission, and how they relate to the work of the team.
- Able to demonstrate an understanding of social value, and its practical application.
- Clear understanding of ways in which the council's policy of equality in employment and service provision can be reflected in all aspects of work of the team.
- Proactive, self-starter motivated by business process change and innovation – demonstrates integrity.

PERSONAL STYLE AND BEHAVIOUR

Please refer to LB Merton's Behaviours Framework



Merton_behaviours_
framework_2_0.pdf

COMMERCIAL SERVICES STRUCTURE:

