**JOB DESCRIPTION**

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| **Post Title**: Procurement & Contracts Manager – Facilities Management | | | |
| **Department**: Finance | **Establishment/Post No**: | | |
| **Division/Section**:  Corporate Procurement and Contract Management | **Post Grade**: Grade 13 | | |
| **Location**: Town Hall, Bury or any other location in the Borough | **Post Hours**: 37 hours – flexible working scheme | | |
| **Special Conditions of Service**:   * To be responsible for services that are provided from various locations across the Borough and outside of core hours. * Provide a comprehensive procurement and contracts service to the Facilities Management Team in Operations Department. * Extended flexi time scheme in operation. * The post holder will be required to work flexibly outside of normal working hours in accordance with the exigencies of the service, which could reasonably include service responses to emergencies. * The ability to travel inside and outside of the Borough for which expenses will be payable in accordance with the council’s conditions of service. * To attend evening meetings in accordance with service requirements. | | | |
| **Purpose and Objectives of Post:**  **For the FM Team:**   * Develop and manage multi-million-pound procurement contracts, contract compliance strategy and cost control. * Provide specialist procurement advice and support to officers with regard to high-value contracts. * Ensure effective management of categories of spend. * Assist in developing and take the lead on implementing an effective project programme management framework for the FM team and wider Council if necessary. * Protect the interests of the council and promote probity, efficiency and effectiveness of all procurement activities within the Service. * Assist in devising and taking the lead on implementing appropriate performance standards and measures for procurement activities. * Liaise with the FM administrative team in relation to the day-to-day operation of procurement and contracts. | | | |
| **Immediately Responsible to: Head of Corporate Procurement and Contract Management** | | | |
| **Immediately Responsible for:** | | | |
| **Relationships: (Internal and External)**  **Internal:**  Operations, Finance and Legal Services Employees and other employees of the Authority  Premises Managers and Responsible Persons  Representatives of Client Departments  Councillors and MPs  **External:**  Representatives of contractors and suppliers  Representatives of Schools  Other Local Authorities, Central Govt Bodies, Govt Advisory Bodies, Consortia, GM Strategic Procurement Hub  Statutory Organisations  Health & Safety Executive  Members of the Public  Professional body | | | |
| **Control of Resources**:  **Premises:** Responsibility for customer relationships, supplier management.  **Financial:** Contracts, partnerships  **Personnel:** None  **Equipment:** Normal Office Equipment and any IT equipment allocated to the postholder.  **Health & Safety:** Health, safety and welfare of building users/on-site contractors. | | | |
| **Duties/Responsibilities:**  **Managing Services:**   1. Develop a procurement plan in relation to facilities management contracts ensuring that the most appropriate procurement method and form of contract are utilised. 2. Be responsible for the procurement of multi-million-pound FM contracts, appointment, managing and monitoring of all contractors, providers and consultants relating to the FM Service. 3. Provide specialist procurement advice and support to officers within the Council. 4. Provide expert advice on the implications of existing and new procurement legislation. 5. Assist in the preparation of the Procurement Strategy and ensure any guidelines are kept up to date. 6. Provide advice and guidance to all Council Officers on the most appropriate method of procurement for multi-million-pound FM contracts in relation to goods and services. 7. Provide support to staff across the authority in the letting and management of high value FM contracts for the supply of goods, services and works. 8. Be aware of customer objectives and priorities and understand their business needs and requirements for service delivery. 9. Provide training on procurement procedures and best practice. 10. Produce reports and make recommendations to senior staff on meeting procurement requirements. 11. Market the contracts and services of FM and deliver presentations to officers, members and relevant third-party organisations as required. 12. Maintain a high and specialist level of knowledge in relation to procurement techniques, policies, procedures and practices in order to deliver effective advice and guidance. 13. Implement and monitor appropriate performance indicators in relation to FM contracts applying advanced specialist knowledge, assist in devising and take the lead on implementing appropriate performance standards and measures for procurement activities within the FM Team. 14. Prepare specialist reports and compile complex statistical information relating to procurement and take the appropriate action. 15. Represent the Council at relevant external group meetings in relation to relevant policy updates as required. 16. Support the Authority’s emergency planning processes and policies by sourcing goods and services in the event of emergency or major incident. 17. Provide the lead role in managing priority/high risk contracts. | | | |
| **Managing Finances and Resources:**   1. Ensure awareness of and adherence to the Council’s policies and financial regulations. 2. Be responsible for the arrangement of frameworks or Dynamic Purchasing Systems with regard to the procurement of contractors in conjunction with the FM Team. 3. Develop effective strategies for the management of high-value expenditure categories, working with Service Managers to implement and deliver procurement efficiencies. 4. Develop and deliver a procurement plan targeted at maximising value for money for the Council. 5. Monitor and report on customer satisfaction both in terms of the satisfaction with the contracts that are in place and to what degree these contracts cover the procurement need. | | | |
| **Managing Communications and Information:**   1. Provide and deliver reports to the Council’s committees as required. 2. Monitor performance of FM Contracts. 3. Develop and maintain knowledge of best practice tools and techniques in relation to FM Services and ensure these are communicated appropriately across the council. | | | |
| **Corporate Responsibilities:**   1. Develop and manage procurement, contract compliance and cost control strategy across the FM Service. 2. Maintain an advanced knowledge and implement all relevant specialist procurement legislation. 3. Protect the corporate interests of the council and promote probity, efficiency and effectiveness of all procurement activities within the Council. 4. Ensure compliance with council policy, financial regulations and Public Procurement legislation. 5. Provide expert knowledge, advice and guidance to departments to facilitate devolved procurement whilst ensuring compliance with the Corporate Procurement Strategy and the council’s stated aims and objectives. 6. Facilitate joint working and consortium arrangements to deliver more effective procurement arrangements. 7. Identify both compliance and non-compliance with council procurement arrangements and take remedial action where appropriate. 8. Identify trends in the market that could impact upon procurement decisions. | | | |
| **Limits of Authority:** | | | |
| **Health & Safety Responsibility:**   * To carry out work in a manner that does not place the health and safety of yourself or others at unnecessary and/or inappropriate levels of risk. * To fully co-operate with the Department’s and the Council’s managers in all matters relating to occupational health and safety. * To ensure that the Department’s and the Council’s health and safety arrangements are applied. * To report any damage to equipment and shortcomings in local arrangements to a supervisor or line manager. * To ensure that appropriate management or organisational representatives are informed of: any apparent cases of serious or imminent danger, any situations which present a significant risk to health or safety, and any shortcomings in departmental and/or organisational arrangements. | | | |
| Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. (See paragraph 203 of supplemental Conditions of Service.) | | | |
| **Job Description Prepared By: Jason Kelly and Malcolm Edis** | | **Signed:** Jason Kelly  Malcolm Edis | **Date: 29thOctober** 2024 |
| **Agreed Correct By Postholder:** | | **Signed:** | **Date:** |
| **Agreed Correct By Supervisor/Manager:** | | **Signed:** | **Date:** |

**DEPARTMENT FOR OPERATION**

Procurement & Contracts Officer – Facilities Management

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| **SHORT LISTING CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| ***Qualifications / Memberships*** | | |
| Educated to degree level in relevant area or equivalent experience | **ü** |  |
| Full membership of Chartered Institute of Purchasing and Supplies (MCIPS) through examination route. Educated to Professional Diploma in Procurement and Supply or equivalent as a minimum. | **ü** |  |
| ***Knowledge & Experience*** | | |
| Working knowledge of corporate governance, financial, risk and environmental management and programme management principles and practice | **ü** |  |
| Working knowledge of procurement legislative requirements | **ü** |  |
| Good interpersonal skills with the ability to communicate at all levels | **ü** |  |
| Ability to build strong trusting relationships with suppliers, clients, customers and colleagues | **ü** |  |
| Extensive knowledge in the use of appropriate Microsoft 365 packages including word-processing, spreadsheets, databases, email, SharePoint and Teams | **ü** |  |
| Evidence of continuous professional development |  | **ü** |

**CRITERIA FOR INTERVIEW AND OTHER ASSESSMENT METHODS**

**The short-listing criteria listed plus the following:**

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| **ASSESSMENT**  **METHOD** | **CRITERIA** |
| **Interview/ Assessment** | Ability to develop and deliver presentations / briefings / training appropriate to target audiences |
| **Interview/ Assessment** | Ability to use Microsoft Office applications and administer databases |
| **Interview/ Assessment** | Ability to manage, process, report on and analyse data |
| **Interview/ Assessment** | Ability to work effectively in a multi-disciplinary team and effectively manage shared support officers |
| **Interview/ Assessment** | Ability to think strategically and develop an FM Procurement Strategy |