

Join #TeamWigan



Wigan[♥]
Council

Your job

Job Title: Head of Procurement

Service: Customer

Grade: G16

Reporting to: Assistant Director - Community Wealth and Health

Wigan Council is a high performing, nationally recognised Council which has a strong track record of transforming and delivering innovative public services which make a real difference to people's lives. Whilst we are proud of our culture and the impact that our work has had, we know that there is much more to do, by working together to support local people, businesses and communities where they need it most, we are determined to tackle the significant inequalities which exist across the Borough.

Growing an economy that works for all of the people living in our Borough is fundamental to our plans, with Community Wealth Building at the heart of this mission. As one of the largest anchor organisations in the Borough we are also determined to make sure that we use public money that is intended for Wigan in its broadest sense, improving the health and wealth of local people by directing and redirecting as much wealth back into the Borough.

To support and drive our mission forward we are in the early stages of harnessing the significant power of Public Sector Procurement and unlocking the key role that public spending through an innovative, progressive procurement support service can play in building more social, economic and environmental benefit for our Borough.

Developing and embedding forward thinking procurement practice across the diverse range of commissioning and contractual opportunities across the Council is central to our plans to achieve much wider financial and non-financial impact through significant investment of public spending which has a positive impact on local people, businesses and communities.

In this new role you will provide strategic leadership and drive the transformation of procurement and commissioning practice across the Council, working with all directorates across the organisation to provide a high quality, responsive service which drives forward the strategic missions of the Council through every procurement and commissioning opportunity.

You will be responsible for leading the procurement of a wide range of goods and services across all Council areas of spend with a value of over £400m and circa 500 contract/framework entries per annum.

You will develop, translate and embed Procurement Policy and Practice in line with new and existing legislation, ensuring that all procurement activity is solution focused and compliant with legislative and constitutional frameworks, fulfilling all accountability requirements to the Chief Executive, Senior Management Team, Elected Members, and all other statutory and appropriate bodies.

You will lead in an environment of transformational change and innovation, developing and driving improvement programs in a time of financial constraints whilst providing clear and effective leadership to enable success. This includes developing the knowledge and skills of a range of commissioners and navigating complex problems including the management of unpredictable and volatile market forces.

You will work in collaboration and be a positive influence with other public sector partners to develop new procurement and commissioning approaches. You will lead and develop effective market engagement approaches ensuring the boroughs businesses are best placed to provide competitive products and services, including forecasting and proactively

working with the business and VCSFE sector to anticipate and maximise future opportunities.

You will play a lead role in shaping and realising maximum social value impact, through progressive procurement practice supporting commissioners to identify and secure tangible community wealth building impact. This includes the development and maintenance of data a insight to inform processes which match social value with the requirements of the borough.

You will be the Boroughs procurement lead at a Greater Manchester level, influencing the overall direction of ethical procurement practices regionally and ensuring the Boroughs best interests are strongly represented.

You will lead by example a developing a culture of positive, continuous development and improvement of services. You will develop and maintain strong working relationships with the extended management team, and directorates to promote and embed a culture of progressive procurement to support transformational activity to take place across the organisation.

You will demonstrate the Team Wigan behaviours to ensure the highest quality of support is delivered to the service, in line with statutory regulations and transformation and development plans.

Mandatory Statement

The Council is committed to complying with European General Data Protection regulations (GDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection regulations.

In this job you will:

On an ongoing basis you will:

- Be a key member of the extended senior leadership team across Customer Services, reporting to the Assistant Director Community Wealth and Health Building.
- Lead the successful implementation of the Procurement Act across the Council, translating legislation into progressive procurement practice.
- Provide leadership to the Procurement team, with responsibility for the technical and operational delivery of a range of procurement support services across a number of customers and directorates.
- Provide expert technical advice on a variety of commercial contracts across multiple agreement and ownership structures working in partnership with colleagues in other departments including legal services.
- Engage with stakeholders to develop and implement a progressive procurement strategy.
- Work with all directorates across the organisation to provide high quality, responsive procurement support, contributing to Community wealth Building and the delivery of organisational priorities and plans.
- Develop and embed robust, procurement policy and procedures to support directorates to spend public money compliantly which delivers best value for money and better outcomes whilst also tackling inequalities for our residents and communities.
- Take the lead on further embedding and realising social value into all procurement and commissioning intentions.
- Support the establishment of the VSCFE sector as a serious contender to the economy of the Borough.
- Work with sector and procurement think tanks and policy leads to ensure we are translating the very latest best practice into the Borough and Council's delivery.
- Be an ambassador for Wigan ensuring that we are recognised as leaders and exemplars in CWB and procurement practice.
- Support the creation of thriving local supply chains and business ecosystems which are committed to strong local employment opportunities and the recirculation of wealth locally.

- Act as the key senior contact for procurement related activity, responsible for governance, working closely with Internal Audit services to ensure compliance.
- Take an active leadership role developing and implementing procurement plans for the Borough in partnership with colleagues from other anchor organisations supporting Wigan's Community Wealth Building Anchor partnership.
- Lead, plan and implement a comprehensive monitoring process as part of tendering, procurement and commissioning services, promoting social value best practices.
- Shape and embed an effective approach to supplier relationship and contract management oversight across the Council, ensuring high quality, compliant delivery of goods and services with maximum social value impact for local people.
- Develop learning and development resources for commissioners, contract managers and suppliers to support inclusive procurement practice.
- Represent the Borough positively, learning from and sharing best practice with external partners including through regional and national networks.
- Be responsible for the provision of reports for Elected members, the Senior Management Team and Assistant Directors which provide data and insight into procurement activity and provide spend analysis.
- Positively contribute to the Council's strategic priorities and objectives
- and those priorities of the Customer directorate.
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules.

In this job you will need:

You must be able to demonstrate the following essential requirements:

- Educated to degree level or equivalent level of proven extensive experience relevant to the role.
- Relevant professional qualification or equivalent such as MCIPS (Member of Chartered Institute of Procurement and Supply)

- Evidence of continuing professional development, which demonstrates a good understanding of current principles, theory and best practice in public sector procurement.
- Extensive experience as a lead procurement professional leading a public sector procurement team providing strategic and technical procurement support to a wide range of departments.
- Strong technical expertise and track record of procuring, varying, and managing a variety of Commercial Contracts across multiple agreement and ownership structures.
- Significant experience of driving social value and maximum community wealth for local people, businesses and communities through progressive procurement practice.
- Ability to demonstrate experience of implementing organisation-wide changes in policy and procedure and a clear understanding of the steps necessary to achieve successful organisational change.
- Significant market management expertise and experience of market engagement, contract and supplier relationship management.
- Experience of leading services which demonstrate how different procurement approaches can deliver maximum value both in financial efficiencies and social value.
- Experience of communicating at all levels and presenting complex, sensitive and contentious information to a range of audiences including strong external communication skills in a politically sensitive environment.
- Successful financial management including prioritisation within available resource.
- Good understanding of leading in a political organisation and democratic systems and decision-making processes.
- Ability to successfully influence key decision makers, building confidence and credibility with senior leaders both internal and external to the Council and wider stakeholders.
- Ability to evaluate service delivery to inform service development using creative, solution focused, innovative thinking.

Our Culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **TeamWigan** behaviours.

Be Positive

“ Take pride in all that you do and support and develop yourself and others. ”

Be Accountable

“ Be responsible for making things better, enabling change and supporting improvement. ”

Be Courageous

“ Be open to doing things differently and working collaboratively with others. ”

Be Kind

“ Be helpful, generous and thoughtful towards yourself and others. ”