

Post title:	Senior Commercial Manager
Grade:	SM1
Responsible to:	Head of Procurement & Contract Management
Staff managed:	Manages a team of specialist professionals
Directorate:	Central Services
Service:	Procurement & Contract Management Service
Job family:	P&T - Professional & Technical
Date of issue:	April 2024

Job context

The Procurement and Contract Management Service (PCMS) are responsible for ensuring that all procurement and contract management activities (commercial arrangements) provide the very best value for money for the council. We provide professional advice, guidance and insight regarding markets, suppliers, and contractual options to help support service delivery and improvement.

The council spends approximately £650m pa across a wide portfolio of services.

The prime purpose of this role is to oversee and have overall responsibility for a master category of spend and to lead the creation of a Category Sourcing Strategy. To develop and implement a sourcing strategy for the category that sits within and aligns to the council's procurement strategy. This will include the delivery of the procurement and contracting requirements within the category across different directorates.

Ensuring compliance with procedures, process and current contractual arrangements.

The postholder will report into the Head of Procurement & Contract Management and will be required to work with the other Senior Commercial Managers and the Senior Contract Manager in order to ensure the Category Sourcing Strategies take account of market drivers and commercial motivations to inform decisions and approaches.

The postholder will be a key part of the Procurement & Contract Management leadership team and be a leader within the service area.

The role will lead on the identification, development and implementation of appropriate commercial and performance management, procurement, and contract process management (including risk management), supplier relationship management and governance, ensuring this is in place and applied to procurement projects and over the life of the contracts.

The postholder will be responsible for the strategic planning, management and oversight for all procurement and contract management activity across their Master Category area. This will include the development of the category sourcing plans for the service, ensuring the procurement and contracting teams within their portfolio are held accountable for delivery on time and within budget.

The post will work as part of a professional team to support the delivery of value for money across the council, operating within the framework of the council's procurement strategy, ensuring compliance with procedures and processes.

People	Place	Professional
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<p>Adult Social Care Children's Social Care Public Health Education Arts, Culture & Leisure Others as required by the master category.</p>	<p>Property Facilities Management Highways Transport Housing Harbours Utilities / Energy Others as required by the master category</p>	<p>Technology Catering Finance Consultancy Regulatory Services Others as required by the master category</p>
<p>The role will be required to form cross-functional networks across the council.</p> <p>The Senior Commercial Manager will operate within a specified master category area.</p> <p>Due to the cross-over of requirements within the council, the postholder will work with key-stakeholders from all Directorates within the council.</p> <p>The postholder will be able to build relationships quickly and effectively and recognise when to involve the right stakeholders and use their knowledge to make recommendations and decisions on risks and opportunities.</p> <p>They will spend significant time within the Directorates and will work closely with the Assistant Directorates, Heads of Services and commissioning managers in each of the service areas to implement the category management approach. They will maximise use of commercial approaches, innovative solutions, and shaping our markets where appropriate with a focus on achieving excellent outcomes.</p> <p>They will be responsible for championing commercial astuteness and a best practice approach to external spend in order to deliver value for money outcomes and transform the way services are delivered. They will be expected to have or develop very deep supply chain knowledge for their categories.</p>		
<p>The post-holder will undertake line management responsibilities and will be expected to work closely with the other Senior Commercial Managers in managing and allocating resource to deliver the councils core workplan and traded procurement and contracting projects in a timely and effective manner.</p>		
<p>Our ambition is summed up in our procurement vision: Working collaboratively to deliver efficiencies, value for money and sustainable quality through a proactive commercial approach to procurement and commissioning for the communities of North Yorkshire. This role will promote, and effect change to ensure delivery of this vision.</p>		
<p>The postholder will be a leader within a centre of expertise for procurement and contract management, ensuring at all times that there is proper compliance with the overall Category Sourcing Strategy, the Council's Procurement and Contract Management Strategy, Procurement and Contract Procedure Rules, Financial Regulations, and UK Legislation on procurement and contract management.</p>		
<p>Responsible for providing procurement category leadership, support and advice to assist in the management of approximately £250m of the Council's yearly expenditure.</p>		
<p>Develop and implement a strategy for the category which ensures continuous improvement in costs and quality, and implementation of best practice procurement. The strategy will include;</p> <ol style="list-style-type: none"> a) portfolio analysis; b) detailed market intelligence; b) cost modelling; c) sourcing options; d) internal and external supply chain policies. 		

A key element of the role is the operational management of a team of middle managers within the service, ensuring the team are held accountable for the timely delivery of the service strategy and service plan.

The postholder will have a lead role in working with suppliers and key stakeholders within Directorates. The post holder will be required to brief Members and Directorate management teams, as necessary, on key strategic issues within their category area.

The role will be instrumental in the development of proposals for the council's procurement & contract management strategy and the service plan, and the subsequent activity across the council. The postholder will lead a specified element of the strategy and service plan.

Ensure that at all times there is proper compliance with the Category Sourcing Strategy, Council's Procurement Strategy and Contract Procedure Rules, Financial Regulations, European and UK Legislation on procurement.

To develop relevant category information in order to get the most from the supply market and to be aware of market trends, inflation and commodity indices including supplier appraisal. Ensure effective use of market intelligence to continuously improve category performance.

To represent the Council externally on procurement issues particularly in relation to Category Management when so required.

Ensure as far as practicable the use of standard formal documentation and procedures throughout the Council.

Monitor and evaluate spend, throughput on contracts and contractors to identify high or aggregated expenditure which can then be addressed in line with the developed category strategy.

Market the benefits of the category management approach to Senior Stakeholders including Directorate Leadership Teams.

Take the lead in identifying and delivering savings and efficiency gains to meet any Council identified targets for the category.

Take the lead in maximising collaborate opportunities within the category and drive forward sub-regional and national procurement initiatives where appropriate.

Identify appropriate performance indicators for the category and provide statistical returns as required. The provision of appropriate category spend information and the preparation and submission of reports as required for example, Corporate Procurement Board, Audit Committee etc.

Contribute to service and budgetary planning and to take the lead in relation to the category.

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 Head of Procurement and Contract Management.

Job Purpose

To have overall responsibility for a master category of spend and to lead the creation of a Category Sourcing Strategy. To develop and implement a sourcing strategy for the category that sits within and aligns to the council's procurement strategy. This will include the delivery of the procurement and contracting requirements within the category across different directorates.

**Operational
Management:**

- The post holder will work with the Head of Procurement & Contract Management to contribute to the Procurement Service team plan and will have full autonomy within the agreed category objectives.
- Two thirds of the decisions in the role will be judgement based; there will be considerable autonomy by the post holder to make decisions for the category area. In a third of cases the decisions made will be based upon precedents/established procedures.
- Manage a team of specialist procurement and contract management staff.
- Maintain and co-ordinate the delivery of the overall programme of procurement and contracts of external suppliers for the category from the NYC Forward Procurement Plan and Contract Register.
- Manage high profile or complex individual procurements – from the identification of need to their operational handover – including incorporating performance management arrangements.
- Maintain awareness of developments within supplier markets to assess the implications for the Council.
- Attend some of the regular meetings with the suppliers to assist in the provision of information about the Council's requirements and to review performance and other relevant information.
- To support the Head of Procurement & Contract Management in the development and implementation of future strategies and policies.
- To support the councils' companies with the development of commercial strategies and ensure appropriate governance is in place.
- To support the councils' companies in the delivery of procurement and contracting requirements, as necessary.
- Use problem solving techniques and innovative thinking to propose solutions and challenge results.
- The postholder will be responsible for development, management and delivery of the procurement and contract management savings plan (3 yr plan).
- Lead the implementation of innovative routes to market which meet the council's objectives.
- Take a lead role in ensuring that the Procurement & Contract Management Service meets the requirements of Best Value, and any other external measures placed upon the Council.
- Manage complex procurement and contracting issues, including identifying risk mitigations and ensuring business continuity plans are up to date and appropriate.
- Ensure the team have access to appropriate training and Continuous Professional Development (CPD) is embraced within the service to enable the delivery of the service objectives.
- The post holder will undertake line management responsibilities within the team.
- To coordinate and balance the issues identified by day-to-day operational matters to successfully.
- Monitor and become involved in issues to resolve any escalations as required.
- Working with the Head of Procurement & Contract Management identify the annual plan of audits to support continuous improvements in relation to the councils commercial strategy.

<p>Resource management:</p>	<ul style="list-style-type: none"> • Provide leadership, management and direction to a specialist team, ensuring staff are clear about what is expected of them, are kept informed about their performance and enabled to develop the necessary skills and knowledge through supervision, appraisal and development opportunities. • Carry out people management issues such as recruitment, absence management, health and safety, setting targets, providing feedback on performance and effectively addressing development and learning issues. • The post holder will ensure that all procurement projects for the category of spend are planned and organised through to effective delivery. • Ensure that procurements comply with the procurement requirements of the Council, customers and of the United Kingdom Public Contract Regulations.
<p>Partnerships:</p>	<ul style="list-style-type: none"> • Work with the Council's specific category supply chain to achieve required outcomes. • Work with Corporate Directors, Assistant Directors and Heads of Service in the identification of saving opportunities and/or efficiencies related to procurement and contracting opportunities within their Service Plans. • Work with colleagues across Directorates to ensure the delivery of effective procurements, including in particular legal and finance. • Work with staff in the Business Support Service to achieve required outcomes.
<p>Strategic Management</p>	<ul style="list-style-type: none"> • Lead, develop and manage an effective and efficient Category sourcing strategy • Contribute to the development and review of the approach to the category management.
<p>Communications:</p>	<ul style="list-style-type: none"> • Develop and maintain strategic relationships with <ul style="list-style-type: none"> ○ Senior Officers and other stakeholders within the Council. ○ Elected members of the Council ○ Government Departments, Public bodies, Other Local Authorities, Purchasing institutions, Customers ○ Suppliers and trade bodies. • Communicate with customers and colleagues about the performance of the suppliers in the category and use information received to inform future procurements. • Lead by example in relation to communications, ensuring the most appropriate form of communication is used to achieve timely responses and not over relying on email, both individually and by managed staff. • Ensure the required customer service standards are understood and exceeded where possible, both individually and within managed staff. • Deal professionally with all enquiries via e-mail, telephone or in person. • Undertake personal interaction with the public, members & officers in a positive way which creates a good impression of the Service and the Council. • Communicate with customers around the performance of the service and act on any feedback received, demonstrating any action taken as a result. • Build strong working relationships with principal stakeholders such as Corporate Directors, Assistant Directors, Heads of Service and managed staff, demonstrating awareness and sensitivity to the needs of key stakeholders and the team. • Manage conflict situations with stakeholders and/ or within the team effectively and pro-actively seek to be creative in developing solutions to deliver win-win.
<p>Systems and information:</p>	<ul style="list-style-type: none"> • Use systems and information to quality assure the selection of suppliers and to demonstrate effective oversight of critical decisions and practice.

- Use procurement-specific systems (for example, e-tendering) and processes (for example, UK Procurement Regulations) in the procurement of the suppliers.

Person Specification:

Essential

Knowledge and Experience

- Fully CIPs qualified.
- Demonstrable evidence of leading Procurement teams to deliver challenging outcomes.
- Demonstrable evidence of achievement at a senior management level in a large complex organisation.
- In depth knowledge and understanding of procurement legislation, including Public Contract Regulations 2015.
- Good understanding of public sector purchasing organisations and the current social, economic, legislative and political environment in which they operate.
- Expertise in procuring and managing a range of categories that are typical to a Local Authority.
- Good understanding and practical application of procurement project management processes.
- In depth knowledge and understanding of procurement systems (e-tendering).
- In depth knowledge and understanding of various current forms of contract, contract documentation, systems and processes for multiple procurement categories.
- Knowledge of risk management within a medium to large organisation.
- A detailed awareness and understanding of the whole life cycle of procurement including market analysis, procurement strategy, tendering, contract management and relationship management.
- Experience of Procurement and Contract Management including commercial negotiation of significant value and/or complexity of risk.
- Experience of promoting procurement best practice and policies.
- The development and implementation of plans relating to the achievement of targets and objectives to drive improvements.
- Evidence of high-level performance in; either Procurement or Supply Chain Management.
- Evidence of undertaking complex procurement projects.
- Programming of procurements and contracting activity.
- Experience of effective resource management in challenging and competing work demands.
- Use of e-tendering systems.
- Use of HR systems.
- Experienced in the co-ordination, collation, analysis and reporting of complex information from numerous sources to diverse audiences.

Desirable

- Knowledge of NYC's contract procedure rules.
- Knowledge of NYC's line manager's responsibility.
- Contract management
- The local government context.
- Significant experience of Supply chain management.

- Experience of working at a regional or national level with peers in the development of procurement practices.

Occupational Skills

- Excellent commercial acumen. Substantial skills related to procurement and contract management demonstrating abilities in procurement / contract practice and procedure and knowledge of legal principles.
- Analytical skills covering written, graphic, numeric and statistical information and involving risk assessment.
- Strong interpersonal and relationship building skills.
- Strong people management skills and leadership qualities.
- Team working skills including the ability to develop and motivate others.
- Proactive, self-motivated and works from own initiative.
- Development, monitoring and application of procedures to ensure consistent quality of service.
- Excellent communications skills, verbal and written, especially in writing guidance and reports and presentation.
- Developing strategic and tactical approaches and delivering on key policies in relation to procurement, involving work with officers in other Directorates and partners across the wider public sector at all levels.
- Prioritisation of practices and processes to meet objectives and targets, especially in relation to planning, programming and organising workload, meeting targets and deadline
- Evidence of the ability to develop and maintain stakeholder relationships at all levels of a customer organization.
- Demonstrable achievement and understanding of equality and diversity in employment and service delivery within a comparable organisation.
- Effective problem-solving skills.
- Decision making skills.
- Emotional intelligence and resilience.
- Oral communication - face to face where appropriate, ability to communicate with varied audiences.
- Ability to demonstrate sensitivity to different needs of key Council stakeholders including within the Service.
- Flexible approach with the ability to respond effectively to changing circumstances, without losing focus or direction.
- Persuading, influencing and negotiating skills – Successfully persuades, influences and/or negotiates with internal stakeholders and suppliers.
- Ability to adapt to changing situations and respond professionally and positively, working with others to find solutions.
- Analytical skills.
- ICT skills - Microsoft Office, Excel, PowerPoint, Word and Teams (or equivalent software).

Behaviours

[link](#)

Professional Qualifications

- Relevant degree (for instance, Supply Chain Management), or a professional qualification related to procurement (CIPS – Level 6).
- Significant experience of leading Procurement teams

- Active membership of the professional body – Chartered Institute of Purchasing and Supply.
- Commitment to CPD.

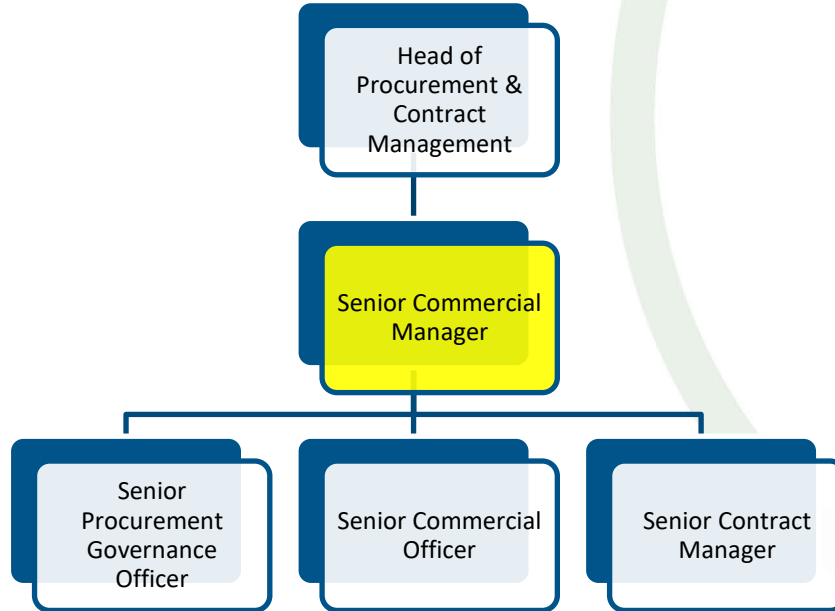
Other Requirements

- To work from the office base as required by the Service.
- Ability to travel across the County.
- Ability to attend meetings outside of normal business hours.
- Able to work under pressure and meet tight deadlines.

Career progression:

- At NYC we value our employees, and as part of this we can provide wider opportunities to progress in your career. Through discussion with your manager identify areas of interest and consider avenues to progress to them, for example, apprenticeships and work shadowing/coaching.
- As a large council we have a range of roles, across our services, and can provide a wealth of career and development opportunities to help our employees find fulfilling career development opportunities.

Structure



Each Senior Commercial Manager will line manage 2 FTEs. This will either be:

- 2 x Senior Commercial Officers (Place)
- 1 x Senior Commercial Office (People) and Senior Contract Manager
- 1 x Senior Commercial Officer (Professional) and Senior Procurement Governance Officer

NB – Assessment criteria for recruitment will be notified separately.

Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.