



LONDON BOROUGH OF MERTON
CORPORATE SERVICES DEPARTMENT
JOB DESCRIPTION

POST TITLE:	Head of Commercial Services
Grade:	MG3
Department:	Corporate Services
Location:	Various offices according to the needs of the service
Responsible to:	Assistant Director of Resources
Responsible for:	Corporate Procurement Function
	4 staff FTE
Post number:	tbc
	Date: October 2010

MAIN PURPOSE

- To lead and manage the Commercial Services team and provide the professional lead in procurement matters within the council.
- To be a member of the Divisional Management Team and participate in the overall management of the Division.

MAIN DUTIES AND RESPONSIBILITIES

Professional

- To provide appropriate leadership, advice and support to Members, the Director, Head of Service and managers across the authority on procurement and contract management matters, including legislation, OGC guidance and UK and EC regulations; category management; quality, volume and price analysis, evaluation and monitoring; sourcing strategy, market trends and intelligence; innovation; supplier offerings; and how to document service requirements for contractual purposes to maximise value for money.
- To interpret the corporate and service policies, strategies, business plans and programmes of the council, and to devise and implement measures so that Commercial services are developed cost effectively to support these policies, strategies, business plans and programmes.
- To lead on the development, maintenance and council-wide implementation of procurement strategies, structures, processes, policies and procedures including the corporate procurement strategy, and the council plan of major procurement activity.



- Routine oversight and direction of all procurement activity, including ensuring the timely delivery of procurement aspects of projects, within budget and take the lead in managing the competitive procurement process for Council programmes in line with OGC guidance and UK and EC regulations.
- To keep abreast of developments in the field of procurement, and ensure that these support services operate in accordance with modern good practice.
- To act as the owner and professional lead for corporate skills and learning and development for Commercial and Procurement skills. Advise managers to assure that all procurement staff receive appropriate professional development and act in accordance with procurement policies and procedures
- To oversee the development and maintenance of a comprehensive council-wide contracts register.
- To commission credit checks and references as to credit worthiness for suppliers and potential suppliers of services, construction works and goods to the council, and for council partners and potential partners as relevant.
- To lead the analysis of the council's third party contractual spend and identify ways in which the cost / value ratio of this spend may be maximised by effective procurement and contract management arrangements; to work with Directors, Business Partners and service managers across the authority to implement such measures.
- To develop, maintain and implement a robust and effective supplier relationship and management strategy; to lead on commercial relationship management pre and post contract award and the maintenance of effective partnership relationships with key strategic suppliers.
- To identify and pursue opportunities for joint strategic sourcing, collaborative procurement, partnership working and shared services with other local authorities, other public and private sector organisations, and social enterprises.

Managerial

- To lead, manage and develop the Commercial Services team in accordance with council policies and procedures, legislative and regulatory requirements, covering the provision of quality, cost effective, and customer-focussed services as listed above.
- To be responsible for the team budget in the region of £0.35m per annum, and to ensure that effective financial management processes are maintained within the Commercial service.
- To manage the team ensuring that recruitment, training, development, appraisal, performance, workload allocation, supervision, quality assurance, risk and other management activities are carried out in accordance with council policy.



- To participate in intra- and inter-departmental working parties and to ensure that such groups receive appropriate contributions from the Division.
- To represent the Assistant Director of Service, Director or council, as appropriate at external meetings
- To undertake such other duties of a comparable nature elsewhere in the organisation as may be required to facilitate management development and service flexibility.
- Any other duties as requested by the Assistant Director of Service or Director.

**LONDON BOROUGH OF MERTON
CORPORATE SERVICES DEPARTMENT
PERSON SPECIFICATION**

POST TITLE: Head of Commercial Services

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Qualifications and Experience

Professional and post specific requirements

- MCIPs or equivalent
- Experience of strategic procurement in a multi-functional organisation.
- Considerable progressive experience in leading functions and departments dealing with strategic and operational procurement services in a complex, high pressure, multi stakeholder environment either in local authority or other large organisation (either public or private sector) and across diverse spend categories.
- Sound understanding and proven experience of the delivery of efficiency in a procurement environment.
- Track record of building strong relationships with a wide range of internal and external bodies, partners and stakeholders working together to deliver successful outcomes.
- Track record of being able to translate a strategic vision into deliverable plans, communicating effectively to those involved to ensure successful delivery.
- Experience of working as part of a senior management team to ensure that the corporate aims and objectives of the organisation are achieved.
- Experience of influencing complex networks of partners, stakeholders and operating in a political environment.

Management requirements

- Experience of staff management

Skills and Knowledge

Professional and post specific requirements

- Awareness of the challenges and issues facing Local Government and the role that procurement can play in delivering efficiency savings and ensuring effective service delivery.
- Very strong and proven negotiating skills within a commercial environment and a good understanding of commercial priorities and realities will be required to carry out the role effectively.
- Strong commercial awareness.
- Good knowledge of procurement and contract law, related EU directives and UK regulations
- Understanding category management and how it can be applied to local authority services and purchasing.



- Understanding of the principles of strategic partnership based procurement and the relevant contractual mechanisms.

Managerial and personal requirements

- Strong leadership skills, acting as a role model for cultural change, and the ability to persuade and influence.
- Good communication skills with the ability to communicate complex and technical issues simply, both orally and in writing.
- Strong programme and project management skills.
- Good numeracy and analytical skills
- Understanding of the role of support services and how they can contribute to the effectiveness of direct service provision
- Understanding of the principles of value for money and an ability to apply them in the management of support services
- Understanding of project management and governance principles and techniques and ability to apply them to support service projects
- 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
- Understanding of the council's vision and mission statement and how they relate to the work of the team

Personal Style and Behaviour

Please refer to LB Merton's Model of Leadership Behaviours (attached).