

**LONDON BOROUGH OF MERTON**  
**CORPORATE SERVICES DEPARTMENT**  
***JOB DESCRIPTION***

<b>POST TITLE:</b>	PROCUREMENT POLICY & GOVERNANCE LEAD
<b>Politically Restricted:</b>	No
<b>Number of posts:</b>	1
<b>Grade:</b>	MGA
<b>Department:</b>	Innovation and Change / Finance and Digital
<b>Division:</b>	Infrastructure and Technology
<b>Service</b>	Commercial Services
<b>Location:</b>	Various offices according to the needs of the service
<b>Responsible to:</b>	Head of Commercial Services
<b>Responsible for:</b>	Apprentices
<b>Post number:</b>	TBC [Permanent]
<b>Date:</b> December 2022	

**ROLE CONTEXT**

Procurement at Merton is evolving and to achieve challenging targets, LBM requires skilled, commercially motivated 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 or Buy agenda. The role will also be integral in assisting the Council deliver its strategic priorities and its Medium-Term Financial Strategy (MTFS), in line with the changes being brought about by the new Public Procurement regime.

An ability to interpret legislation and develop policy is integral to the success of this role. Robust and constructive relationship management skills will be vital, as well as an exceptional level of technical knowledge in order to instigate and facilitate change.

The Procurement Policy & Governance Lead will bring commercial and procurement expertise and acumen to senior level business decision-making. It is essential that the post holder fosters strong and effective working relationship with the directorates, including the Corporate Management Team (CMT) and Members. The post holder will influence, advise, and constructively challenge the status quo to achieve best possible outcomes for our residents through the Council's considerable external spend.

## **MAIN PURPOSE OF ROLE**

- To provide professional procurement resource to support and advise internal and external partners (including Members) 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
  - efficiency and cash savings through the implementation of category management
- To interpret legislative and national policy requirements and translate these into local policy requirements and effective working practices.
- To ensure that the council's local policy requirements are delivered through its procurement and commercial activities.
- To provide resources and expert advice to ensure effective organisational governance of procurement and commercial activities
- To link directly with senior-management clients, including Members, to act as the primary point of contact to ensure the delivery of the Council's strategic priorities and MTFS
- To lead in the reshaping of the procurement service and the implementation of the centre-led procurement model to meet the needs of a broad range of internal service units.
- To be responsible for the development and implementation of robust, overarching policies, strategies, and governance. Work alongside clients to deliver the service areas procurement and commissioning strategies. This will include advising on and guiding clients through procurement strategy, governance, legislation, and use of the e-tendering portal, etc. (supported by Category Advisors).
- To directly lead in driving savings, innovation and social and economic improvements through procurement policies and strategies.
- To provide strong leadership within the Commercial Services team and to deputise for the Head of Commercial Services as needed.

## **MAIN ACTIVITIES AND RESPONSIBILITIES**

- To work closely and pro-actively with senior service leads from across the Council to provide a professional, 'value adding', procurement service.
- To lead on the development of policies and guidance that relate to procurement activity, taking account of legislation and national policy.

- To support the Head of Commercial Services to ensure the Council's Contract Standing Orders (CSOs), which forms part of the Council's constitution -and associated guidance - is kept up to date and reflects the latest legislative and national policy requirements.
- To provide resources, expert advice and guidance on procurement governance and policy matters to other team members (Category Managers and Procurement Officers) and wider council stakeholders (Commissioners and Contract Managers).
- To support the Head of Commercial Services in providing expert advice and guidance to senior council stakeholders (Chief Officers and Members).
- To undertake research activities to support stakeholders in the organisation to make well informed decisions.
- To support Category Managers and Procurement Officers to embed the organisation's policy objectives in procurement projects, for example through the delivery of social value objectives, environmental targets, or opportunities for local businesses
- To undertake the analysis of key supply markets (market trends, industry structure, cost drivers, technology shifts, etc.) to keep the organisation at the forefront of market insight and commercial developments.
- To support Category Managers to identify opportunities to improve outcomes for service areas and the organisation through procurement activity.
- To support the Head of Commercial Services and other team members in meeting the organisation's requirements for the Local Government Transparency Code and the Public Contracts Regulations, including publication of relevant contract information and other data sets.
- To keep up to date with the latest legislative changes, policies, and best practice and to actively embed improvements arising in day-to-day work.
- The post holder will act with autonomy within the role to ensure high quality procurement documentation are produced and that all stages of the procurement (and governance) process is robustly and transparently managed.
- To proactively maintain an awareness of procurement and other relevant legislation, regulation - as well as 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.
- Manage and facilitate targeted reviews with corporate and cross-functional teams to improve procurement policies and strategies.
- To develop positive 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 provide proactive, reputable advice and support to DMTs, CMT and Members to enable their effective engagement with the council's commercial, procurement, and transformation programmes.
- To oversee the development of and facilitate appropriate training, briefings and workshops for staff, managers, and members, to enable them to develop relevant skills, and understanding of commercial and procurement issues and their role in the management of these issues.
- To develop positive relationships with partner organisations and other external bodies and work with them on continuous improvement and joined up services.
- To represent the Head of Service, Assistant Director, or Executive Director 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.
- 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 Commercial Services, Assistant Director and/or Executive Director.

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

- Commercial and procurement factors are key considerations in departmental decision making
- Continuous development of more efficient and improved governance and procurement processes across the Council
- Motivated and high performing Commercial service
- Well-led and innovative category areas, delivering savings and social and economic improvements in the area of procurement activity, achieving the outcomes stated in the Council's strategic priorities, financial strategy, and the Council's business plan.
- Generating local economic development and promoting opportunities for SMEs/voluntary sector.
- High levels of satisfaction and confidence from Members, directorate management teams, internal customers, and suppliers about Commercial Services.
- Successful market engagement processes delivered, identifying, and incorporating innovation in service specifications and commercial models, prior to commencing the procurement process.

- Expert commercial advice and guidance is provided to members and senior officers
- Increased 'professionalism' of commercial and procurement activity within the Commercial Services team and across the Council, developing colleagues' knowledge, skills, empowerment, and experience in all general and technical commercial and procurement matters.
- All procurement processes stand up to scrutiny and are fair, open, transparent with high levels of information security.

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***PERSON SPECIFICATION***

**POST TITLE:** PROCUREMENT POLICY & GOVERNANCE LEAD

**Grade:** MGA

**Date:** December 2022

**QUALIFICATIONS AND EXPERIENCE**

Professional and Post Specific Requirements

- Degree in relevant subject such as Policy Research, Market Research or Public Management (or equivalent).
- Demonstrable technical knowledge and experience of process mapping, customer journey mapping, user design.
- Recognised project management qualification such as PRINCE2 or Agile
- Experience of interpreting legislative and national policy requirements and translating these into local policy requirements and effective working practices.
- Substantial experience of successfully working with senior managers and stakeholders to develop and deliver organisational-wide procurement transformation / strategies and/or policies.
- Able to think creatively and strategically and be willing to progress innovative and creative ideas.
- Excellent interpersonal, verbal, and written communication skills including formal report writing.
- Demonstrable experience of advising, writing, and presenting strategic reports on complex issues to senior managers, including writing and presenting business cases for change.
- Demonstrable experience of successfully leading and managing change in a complex organisation and identifying and overcoming internal and external barriers to effective commercial and procurement services.
- Proven experience of designing and delivering training and/or facilitating group sessions and workshops.

## **SKILLS AND KNOWLEDGE**

- An 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.
- Expert knowledge and understanding of the key policy issues influencing modern public procurement, e.g. Social Value, Living Wage, Climate Change, Modern Slavery, Levelling Up.
- Policy research skills, able to interpret complex established and emerging priorities and translate these into clear advice and recommendations
- Change management expertise, able to use recognised tools and techniques alongside experience to successfully deliver change in a complex environment with competing priorities
- Ability to champion the Councils improvement and change agenda with officers, Members, and partners.
- Ability to think strategically and to develop practical and creative solutions to corporate and strategic issues
- Ability to lead and motive
- Very good ICT skills, including technical competence and familiarity with a wide range of productivity applications including Word and PowerPoint (or equivalents) Service delivery and continuous improvement capability
- Ability to manage projects
- Change management capability
- Good communicator
- Proactive self-starter motivated by business process change and innovation
- Knowledge and understanding of the internal and external barriers to effective commercial & procurement services.
- Ability to lead, motivate and challenge cross-departmental project teams, influence and bring about change in complex organisations often dealing with controversial and sensitive issues.
- Up-to-date knowledge of the latest developments, trends, thinking and best practice in procurement, e.g. procurement technology, new legislation.



## **MANAGERIAL AND PERSONAL REQUIREMENTS**

- Strategic thinking and planning, able to develop clear strategies at organisation-level to achieve outcomes over a medium-to long-term timeframe, typically up to 5 years
- High level of analytical skill with ability to reach sound judgments after careful and systematic evaluation of relevant facts.
- Excellent emotional intelligence with excellent communication skills, both orally and written.
- Ability to build rapport and demonstrate credibility and resilience Strong and effective interpersonal skills including persuasive and assertiveness skills to ensure the advice given is acted upon.
- Outstanding planning and time management skills, able to autonomously manage own time and tasks
- Demonstrable understanding of the role of support services
- Excellent understanding of the principles of value for money
- 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 Behaviours Framework



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framework\_2\_0.pdf



## COMMERCIAL SERVICES STRUCTURE:

