



**Job Title:** Director of Commercial and Procurement

**Reports to:** Strategic Director of City Operations

**Grade:** Director (B02)

**Introduction:**

Are you ready to make a meaningful impact on one of the most critical periods of Birmingham City Council's future? In a city facing unprecedented financial challenges, Birmingham City Council is seeking dynamic individuals who demonstrate the expertise, determination, and unwavering resilience required to ensure the delivery of vital services to our citizens.

Our city, like many others, is grappling with complex economic realities. We recognise the daunting hurdles ahead, but we also firmly believe in the potential for transformation and progress. The economic pressures underscore the urgency of our mission – to safeguard and enhance the wellbeing of our residents.

Your ability to collaborate, innovate, think strategically, show resilience and a focus on delivery are fundamental as we strive to redefine our future. Join us at this fascinating time to be a catalyst for change and shape the course of our exciting journey ahead.

**Job Purpose:**

1. The Director of Commercial and Procurement is a brand-new role for the council with the key focus to provide strategic leadership, direction, innovation and drive the delivery of change across Birmingham City Council's procurement and contract function alongside the Section 151 and monitoring officer.

The role's purpose is to:

2. Deliver effective governance and assurance across all procurement and contract management activities.
3. Lead a professional procurement and contract management service that works collaboratively and proactively with directorates to ensure a best practice commercial approach to external spend to deliver value for money outcomes and transform the ways services are delivered.
4. Act as the head of profession within the Council working with elected members, senior leaders, staff and partners, ensuring effective compliance, transparency and championing the contribution of procurement to improving outcomes through social value.
5. Support Members and Officers to drive commercial improvement underpinned by a strategy that contributes fully to achieving our corporate objectives and in line with strategic policies.
6. Create a strong commercial focus and advisory role to the Council on commercial opportunities driving efficiency and effectiveness, delivering business models to secure income and develop business expansion.

## **Strategic Responsibilities:**

- Create, communicate and lead the development of the procurement strategy for the Council, responsible and accountable for the delivery of robust procurement activity that maximises opportunities presented by the market, delivers best value, and is aligned to the organisational priorities, embedding social values, environmental sustainability and equality and inclusion into everything we do.
- Lead the transformation of the Procurement Service across the organisation ensuring staff have the necessary skills and competency, and enabling the progression of procurement staff, including training, personal development, and knowledge management capabilities.
- Responsible for designing and maintaining the Council's procurement governance, systems and procedures. Responsible for the Council's contract register as a commercial planning tool and a single repository of all Council contracts, copies of contracts and statutory contract reporting.
- Proactively engage with Council contract managers to raise awareness of positive procurement practice, improve their skills and knowledge of procurement and contract issues, positively support their procurement activity and address non-compliance with Council policies and procedures.
- Review the council's long-term procurement strategies, taking account of complex factors and relationships including, but not limited to, financial constraints, new legislation and government policy, the council plan and council priorities, social value, partnership opportunities and other strategic considerations.
- Support the Council and its Members on commercial development of its operations in terms of securing compliance, driving efficiency and delivering income and improved outcomes.
- Ensure effective partnership working and stakeholder engagement across organisational boundaries both internal and external, to deliver the Council plan and improved outcomes for the city.
- Support and shape the creation and delivery of a Procurement Improvement Plan aligned to strategic improvement and the Council plan.
- Use strategic relationships locally and nationally to ensure best practice and continuous improvement for the Council.
- Requirement for attendance at relevant committees to provide expert professional advice to support the work of the elected members when requested.
- Provide leadership and direction in support of Government commissioners within this period of intervention.
- Provide expert strategic advice to corporate management team and elected members on all procurement matters, the achievement of financial savings and value for money concerning the works, supplies and services that the organisation procures.
- Demonstrate integrity, honesty and respect for others, promoting equality of opportunity, and challenging unfair discrimination.

- Support the council's commitment to equal opportunities and promote non-discriminatory practices in all aspects of work undertaken.
- Contribute to the maintenance of the highest standards of professional practice and take responsibility for personal development and maintaining knowledge of legal developments and best practice.
- Manage the budget for the CPS, ensuring good financial planning and delivery of spend within budget.
- Undertake, where required, other responsibilities and duties including work related to all areas of business, on behalf of the organisation, where this is commensurate with the grade of the post.
- To develop and maintain a Council-wide culture of commercial awareness and sound contract management.

### **Key Accountabilities:**

- Support the work of elected Members at the strategic level.
- Provide financial and procurement advice to the elected Members and Officers.
- Formulate and own the council's procurement and contract management strategies.
- Ensure financial, accounting, compliance and governance practices and best practices are adhered to.
- Work in a corporate and co-operative way with all senior management, members and staff.
- Develop the City Council's commitment to equal opportunities and promote non-discriminatory practices in all aspects of work undertaken.
- Ensure that work complies with all statutory requirements, Standing Orders and Financial Regulations of the City Council and ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice, and the City Council safety plan.
- Observe and fulfill the seven principles of public life (also known as the Nolan Principles) and our organisational values.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement.
- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact.
- Monitors financial performance, delivers within budget and seeks savings and efficiencies exploring opportunities to draw funding where appropriate.
- Ensuring the Council is compliant with legislation and relevant changes and Procurement Policy Notices.

## **Leadership Requirements:**

- Strategically innovative in your approach to co-design and delivery, building a shared sense of purpose from procurement to drive improvement to our Corporate Priorities.
- Takes a 'One Council' approach to deliver more effective procurement outcomes to avoid silo-ed, single division or service area approach and drive collaboration across the organisation.
- Develops a positive and compelling vision of the council's future potential about procurement delivering value for money from transformation and securing outcomes.
- Translate strategic priorities for staff, enabling teams to understand and contribute to delivery.
- Understands roles and responsibilities across the Council, how the authority works, functions and governance.
- Understands the complexities of political dynamics and uses this to build credibility and manage relationships with elected members by successfully advising and supporting them.
- Awareness of the need to drive the Council in a commercial environment to deliver to corporate priorities, secure financial stability, drive efficiency and support business models that deliver outcomes and income.
- To be a model of the leadership behaviours that are expected of all senior managers in the Council, consistent with the Council's core values.
- To be a champion of the Council's approach to equality and diversity.
- To maintain the highest standards in financial and people management and corporate governance.
- Provide leadership for defined expertise and professional disciplines to ensure that the Council accesses best practice and delivers quality outcomes for customers.
- Provide guidance and support to Elected Members to help them translate their political priorities into initiatives that deliver the intended outcomes for residents.
- Lead strategic, Council wide programmes and projects ensuring they are managed and controlled effectively and deliver their intended outcomes.

**These duties are neither exclusive nor exhaustive and you may be expected to undertake duties and responsibilities, as directed by the Chief Executive.**

**This is a politically restricted post in accordance with Section 2(1) (b) of the Local Government and Housing Act 1989.**

**Person Specification:**
**Job Title: Director of Commercial and Procurement**
**Requirements:** Evidenced by: **a:** application form **b:** test **c:** interview

	Criteria tested at:		
	Application	Interview	Test
<b>Qualifications and training</b>			
1) MCIPS or alternative qualification	X		
2) Degree level or equivalent education.	X		
3) Hold a recognised professional qualification.	X		
4) Evidence of continuing professional development.	X		
<b>Experience</b>			
5) Substantial senior procurement leadership and management experience, with a proven ability to lead, motivate and develop the strategic procurement function and performance of teams and individuals.	X	X	
6) Substantial strategic leadership and management experience in procurement and contracting across a large organisation.	X	X	
7) Evidence of success in driving real change and improvement across a whole organisation.	X	X	
8) Driving performance to a framework within a procurement context, delivering to wider Corporate Priorities.	X	X	
9) Advising and driving a commercial approach within a public sector setting to deliver outcomes and efficiencies.	X	X	
<b>Skills/Abilities</b>			
10) Ability to manage a large team that support complex large procurements for strategic partnerships.	X	X	
11) Good understanding of Local Government Procurement and the key categories of spend involved.	X	X	

12) Strong interpersonal and influencing skills including the ability to persuade and influence partners and stakeholders internally and externally.	X	X	
13) Excellent communication skills in presenting a vision and the ability to construct accurate and concise reports to wide range of audiences reflecting political sensitives where appropriate.	X	X	
14) Strong commercial skills that can drive change and improvement and deliver efficiency and transformation.	X	X	
15) A clear understanding and practical experience of leading of organisational social value through procurement.	X	X	