

Isle of Wight Council

Job Description



Identifying Facts	
Title of Post: Team Leader	
Directorate: Economy & Environment	Post No: 45002361
Section: Procurement & Contract Management	Date: August 2011
Responsible to: Strategic Manager	

Job Purpose

- To lead and manage the provision of procurement and legal advice and the input into all areas of the council's contracting activity.
- To lead the design, implementation and development of procurement and contract management strategies and processes. Monitor compliance with the strategies and processes.
- To identify and develop opportunities for both process and commodity savings.

Major Tasks

1. Promote equality as an integral part of a role and treat everyone with fairness and dignity.
2. To develop and maintain a generic skill set that allows the Isle of Wight Council to employ your skills, abilities and experience across the Council and its formal partnerships as needed

1. Contract and Procurement Law

- Maintain a comprehensive and current knowledge and awareness of European and UK law and regulation (both personally and within the team) ensuring that the council's Contract Standing Orders, Procurement Code and related processes at all time fully meet these requirements.
- Ensure the timely provision of an appropriate level of legal input to both planned and unplanned procurement and contract management activity.
- Where necessary, lead and manage, in conjunction with Legal Services, an effective dispute resolution service including the preparation of papers and appointment of external legal support.

2. Strategy and Process

- In conjunction with the Strategic Manager, review the council's Procurement Strategy input to any redraft,
- Draft sourcing and contracting strategies ensuring that these reflect industry best practice and are fully compliant with both European and UK law.
- Develop a standardised approach to procurement and contract management which is compatible with the council's corporate priorities, statutory requirements and internal policies. Ensure that this approach is structured so that the council is, and remains, an effective organisation for suppliers to do business with and that, within procurement regulations, this appropriately meets the specific needs of SMEs, local businesses and the voluntary sector.

- Design and deliver an ongoing awareness and training programme covering procurement and contract management.

3. Procurement Savings

- Develop and manage the operation of processes to continually review and analyse the council's procurement spend to meet the needs of service management and the other Team Leaders.
- Identify and co-ordinate the delivery of savings opportunities from a combination of spend analysis, review of current (and particularly expiring) contracts and awareness and use of collaborative frameworks.
- Lead the development and implementation of process improvements including e-procurement solutions.

4. Team Management

- Lead and manage the Procurement and Legal Team.
- Set and agree team and personal objectives.
- Monitor and review performance against those objectives
- Identify and remedy performance deficiencies and training needs.
- Management and monitoring of the relevant budgets.

Generic quality statement: The Isle of Wight Council expects that its staff will adhere to its policies and procedures. All members of staff are expected to be familiar with procedures and undertake appropriate activities to support their learning and development.

Safeguarding - The Isle of Wight Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and operates stringent safer recruitment practices.

Diversity and Equality - All employees are expected to treat others with dignity and respect.

Health and Safety - The Isle of Wight Council has a duty to protect employees and all employees have a duty to protect themselves and others from harm as far as is reasonably practicable.

Data Protection and ICT Security – All employees are required to ensure that any information or data collected or input in to a council system complies with the standards set out and any associated processes that are specific to an area of work.

This job description is correct as at the date given above. In consultation with the postholder it is liable to variation by management to reflect or anticipate changes to the job. As a term of employment the postholder may be required to undertake other duties in this post or, following consultation, any other post in any of the Isle of Wight Council's Directorates.