

HEAD OF SERVICE PROCUREMENT & CONTRACT MANAGEMENT

Job Description

Directorate:	Resources		
Service:	Finance & Commerce		
Location:	County Hall, Preston / Hybrid		
Salary range:	£73,580 - £80,468 pa	Grade:	LCC 14
Reports to:	Director of Finance and Commerce	Employees responsible for:	6 fte direct and c.66 overall in the service

Job purpose

- Reporting directly to the Director of Finance and Commerce, the Head of Procurement and Contract Management will be the council's professional lead for all procurement related activity, shaping and embedding the approach to contract and supplier relationship management activities across the council to deliver value for money, and to contribute to savings targets whilst ensuring continuity and quality of supply and compliance with applicable regulations.
- Lead, influence, shape, and challenge across the Procurement and Contract Management Service to provide significant and critical direction, advice and support across the council on all procurement related matters and provide a consistent approach to contract and supplier relationship management, working collectively with senior leaders and managers across the council.

Performance Indicators

- Quality of advice/service against legal, safety and best practice standards
- Achievement of relevant service targets
- Adherence to internal/external quality standards if applicable
- Adherence to policies and procedures
- Accuracy and timeliness of information recording and processing
- Customer and stakeholder feedback
- Leading Lancashire Framework

Leading Lancashire – Our Leadership Framework



Leading Lancashire

Our Leadership Framework

Our Vision and Values We are driven by a simple yet powerful vision – “Here at Lancashire County Council, we are helping to make Lancashire the best place to live, work, visit, and prosper.”

This vision is at the centre of everything we do. Embedded in our identity are our values: *Supportive, Innovative, Respectful, and Collaborative*, our guiding principles that enable everyone to thrive.



Four Spheres of Leadership

The Leading Lancashire framework is a dynamic approach, encapsulating four key spheres:

Responsibilities, Capabilities, Behaviours, and Results.

These spheres form the bedrock of our leadership ethos, providing clarity and direction for all leaders. Responsibilities guide our actions, Capabilities cultivate our potential, Behaviours shape our interactions, and Results measure our impact. Together, these spheres ensure leaders deliver their best for themselves, their teams, LCC, and the people of Lancashire.



The Lancashire Mindset

Woven through the Leading Lancashire framework we introduce The Lancashire Mindset; Growth, Ownership, Optimism and Positive Impact. Adopting this mindset across the entire organisation not only brings our values to life but also emphasises the collective commitment to delivering the best for the people of Lancashire.

The Lancashire Mindset not only shapes our approach to leadership but also serves as a guiding force for a culture rooted in growth, ownership, optimism, and the commitment to making a meaningful positive impact.



Levels of Leadership

The Leading Lancashire framework provides an opportunity to define and clarify the focus and purpose of the various leadership levels within the organisation.

VISIONARY (Long-Term Direction):

Level 1 & 2 Leadership – Executive Directors and Directors
Senior leaders at this level, are Visionary Leaders. They have the privilege of shaping the long-term vision for the organisation, providing strategic and visionary direction that will guide the future success of Lancashire County Council.

SHAPING (Medium to Long-Term Strategy):

Level 3 Leadership – Heads of Service

Heads of Service at this level are Shaping Leaders. They are empowered to shape strategies with a broad mid to long-term view, setting clear strategic initiatives that provide direction to the management population, contributing to the organisation's success in the medium to long term.

OPERATIONAL (Short-Term to Immediate Effectiveness):

Level 4 Leadership – Management Roles

Leaders at this level, found in various management roles, are Operational Leaders. They focus on immediate operational effectiveness, ensuring their teams deliver in the short term, meeting objectives and driving success on a daily-to-monthly basis.

These refined terms more explicitly convey the visionary, shaping, and operational aspects of leadership at each level within the Leading Lancashire framework.

Accountabilities/Responsibilities

- Overall leadership of the Procurement and Contract Management Service, its people and financial resources.
- Provide leadership, direction, innovation, and governance across the full range of procurement and contract management activities.
- Continue to develop and embed the council's procurement strategy, championing new initiatives and new ways of working in line with statutory, legislative, and corporate changes.
- Develop and implement strategies and plans to improve contract management and supplier relationship management across the council.

HEAD OF SERVICE

PROCUREMENT & CONTRACT MANAGEMENT

- Determine and deliver the service objectives and targets through the Procurement and Contract Management Service Plan and the annual planning cycle.
- Provide comprehensive procurement and contract management advice and anticipate and prepare recommendations in areas of developing legislation and good practice across the Council.
- Work with the Director of Finance and Commerce as required to ensure continuous professional development of all members of the Procurement and Contract Management Service, whilst ensuring performance management arrangements are effective throughout the service in line with the council's policies.
- Ensure high professional standards are maintained and compliance with appropriate procedures, statutory requirements and the council's Financial Regulations and Standing Orders.
- Implement corporate initiatives spanning the organisation, cutting across services outside of direct responsibility and control to ensure delivery against strategic objectives.
- Leading medium to large scale change programmes through the evaluation of existing provision, recommendation of service improvement initiatives for decision by senior management and delivery of chosen models to meet improvement objectives.
- Represent the council at external forums, conferences, and meetings to build professional networks and influence wider policy agendas.
- Lead, develop and promote a culture of continual professional development of all employees at each level.
- Manage the service budget.

Other

- **Equal Opportunities**
We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.
- **Health and safety**
All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.
- **Customer Focused**
We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

HEAD OF SERVICE

PROCUREMENT & CONTRACT MANAGEMENT

- **Safeguarding Commitment**

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

- **Skills Pledge**

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and numeracy if they do not have one already.

Our Values

We expect all our employees to demonstrate and promote our values:

- **Supportive**

We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.

- **Innovative**

We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.

- **Respectful**

We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.

- **Collaborative**

We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone.

HEAD OF SERVICE

PROCUREMENT & CONTRACT MANAGEMENT

Person Specification

All the following requirements are essential unless otherwise indicated by *

Your ability to meet the job requirements will initially be assessed by the information provided on your application but further assessment will be undertaken at interview and, in some cases, by using other types of assessment(s).

Qualifications

- Honours Degree level qualification or equivalent experience
- Relevant professional qualification or equivalent (MCIPS preferred)

Experience

- Significant experience as a lead procurement professional operating within a complex public sector organisation with experience of contract and supplier relationship management.
- A demonstrative record of delivering high quality services, advice and guidance against challenging objectives and resources.
- Service transformation within the relevant area of responsibility.
- Engaging, guiding and influencing senior managers within the area of responsibility.
- Experience of leading, inspiring and motivating teams to drive services forward, achieving high quality delivery within reducing resources.
- Experience of working across services outside of the area of responsibility to ensure delivery of corporate objectives.

Essential knowledge, skills & abilities

- Highly developed knowledge (broad and/or deep) of the principles, theory and practice of public sector procurement.
- Ability to successfully influence key decision makers at senior levels, both internal and external to the council.
- Effective leadership skills at a senior level of a diverse workforce to support excellence in service delivery.
- Successful financial management including prioritisation within decreasing resources.

HEAD OF SERVICE

PROCUREMENT & CONTRACT MANAGEMENT

- Ability to lead, develop, manage, and motivate services/teams in a challenging and changing environment.
- Ability to quickly build credibility with senior managers and stakeholders.
- Ability to embed services which are compliant and fit with the wider organisational strategy.
- Ability to utilise significant judgement to lead the design and delivery of a service to resolve service issues or improve services, including creative and innovative thinking and risk assessment.
- Ability to evaluate service delivery to inform and resolve service issues and/or improve services.

Other essential requirements

- Commitment to equality and diversity.
- Commitment to health and safety.
- Display the LCC values and behaviours at all times and actively promote them in others.