

## Job Description

<b>Directorate:</b>	Resources		
<b>Service:</b>	Procurement and Contract Management Service		
<b>Location:</b>	County Hall, Preston		
<b>Salary range:</b>	£44,711 - £49,764	<b>Grade:</b>	10
<b>Reports to:</b>	TBC	<b>Staff responsible for:</b>	TBC

### Job purpose and scope

Experienced procurement professional providing specialist knowledge and advice to colleagues, senior management, and suppliers. Substantial working experience in procurement to deal with complex and high-risk issues across a range of procurement and contract management areas.

As a category manager, you will be responsible for managing procurement within a given category, support the development of the procurement strategy and implement a category strategy.

Expected to proactively question and challenge Council practice and procedures based on improvements in technology, legislation, and best practice.

Be accountable for the outcome of each procurement.

Required to support the supervision of a small team of procurement professionals and a wide range of stakeholders in the procurement of goods, services and works.

### Performance Indicators

- Delivery of specified results e.g. outputs, volumes.
- Audit feedback
- Achievement of medium-long term milestones.
- Quality of supplier relationships
- Internal profile, customer satisfaction (internal or external)/client/stakeholder feedback and service level measures
- Work force indicators (turnover, timeliness, absenteeism, etc.)

## 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

The following are a range of duties that are appropriate to this grade.

- Deliver and manage complex and high-risk procurement activities and categories to meet service requirements and ensure value for money for the Council.
- Provide technical assurance and prepare procurement documents in accordance with standards, policies, and procedures. A keen focus on compliance with best practice, relevant legislation (e.g. Public Contracts Regulations 2015) and Council policy frameworks.
  - Using expertise to identify appropriate procurement strategies through to implementation that supports the Council delivery services.
- Produce and analyse service and management information to contribute to the development of new services and innovative working practices.
- Excellent communication skills to explain complex issues and legal conditions to all levels of management within the Council, ensuring the Council's decision-making process is followed.
- Responsible for the coordination and delivery of multiple procurement activities, including the drafting of tender documentation, contracts, moderation reports and standstill letters.

- Lead on the development and delivery of procurement improvement projects to meet agreed objectives that contribute to the continuous improvement of procurement services within the council.
- Design, develop and deliver formal and informal technical training programmes for both internal and external service providers to ensure procurement best practice is delivered across the service.
- Build partnerships/networks both internally and externally to shape and improve multi-agency working.
- You may be required to undertake any other related duties and responsibilities as they arise commensurate with the level of this post.

### 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.

- **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.

### 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

- Professional qualified (CIPS level 6 or working towards), or equivalent qualification, or substantial experience demonstrating substantial vocational experience.

#### Experience

- Demonstrable experience in leading and managing strategic corporate contracts, preferably in a public sector organisation/local authority.
- Experience of providing effective procurement support for operational activity or service undergoing change and challenge.
- Experience of delivering complex and challenging procurement solutions.
- Experience of managing and supporting staff\*
- Experience of working collaboratively with a variety of people and professionals up to senior management level.

#### Essential knowledge, skills & abilities

- Strong oral and written communication skills with a focus on procurement documents and reports.
- Ability to build relationships and influence decision making at all levels of the organisation.
- Ability to plan and organise a range of complex procurement activities and priorities within a procurement category.
- Good technical and practical knowledge of UK Public Contracts Regulations.
- Good understanding and application of good governance arrangements, preferably in a public sector organisation/local authority.

#### 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.