

Assistant Director Integrated Commissioning & Procurement, Grade SS3

Integrated Commissioning & Procurement, Corporate Core

Reports to: City Treasurer

Role Portfolio

Overall purpose of the role

This role is critical to the continuation of a successful corporate commissioning and procurement function that delivers truly joined up approach from the route to market, through procurement, subsequent support for effective contract management and review, and ultimately the re-commissioning, re-shaping or decommissioning of services.

Leading both corporate procurement and the integration of commissioning across all public services, this role will complement the City's single commissioning function for health and social care.

The role is fundamental in ensuring that the Council achieves the best value in the commissioning and procurement of goods and services whilst operating, as far as possible, in a way that is consistent with, and positively promotes, wider Council policies, aims and objectives including social value and making the best use of collaborative arrangements. The role will drive the strengthening and development of contract management and monitoring across the Council.

Role context

The role will lead on the integrated commissioning and procurement function for Manchester City Council and will as lead the procurement function for Bolton Council. It will work closely with partners and colleagues within Manchester and across Greater Manchester, the North West and nationally with the Cabinet Office.

The priorities for the role and the team for which the role is responsible are:

- ensure robust, statutorily compliant procurement procedures are in place and adhered to in line with the City Council's Constitution
- help deliver value for money through all contracts and associated activities whilst ensuring that the Council's continues to support ethical procurement arrangements
- maximise the opportunities to bring economic, environmental and social benefits to Manchester
- better align all public spending in the city to the priorities set out in the Our Manchester Strategy;
- maximise value for money and social value benefits;
- better use of the Council's total resources to improve joint outcomes, collectively with partners;

- support decision-makers to target resources more effectively to people and places where this will have the greatest benefits;
- make the best use of technology and systems to streamline the commissioning and procurement process from start to finish, including the management of contracts and social value reporting, spend analysis and contract pipelines.
- enable tracking and evaluation of the impact on outcomes and levels of demand.

The wider strategic context is that this role must complement and build on the Joint Commissioning function between Health and Social Care and the wider considerations for the route to market and procurement; what Our Manchester means for commissioning and procurement; the opportunities in GM and the wider devolution agenda; the GM Commissioning for Reform strategy which highlights opportunities for integrated approaches at the GM level and the drive to embed and grow Social Value within the City which is closely aligned to the GM Social Value Strategy.

Key responsibilities

Lead and continuously develop the Integrated Commissioning and Corporate Procurement function for Manchester City Council and the Corporate Procurement function for Bolton Council, working directly with the Senior Leadership of both organisations.

Set strategic priorities for all commissioning, procurement and contracts for the whole Council and drive the implementation of those strategies.

Develop, and support the implementation of, a City Council forward commissioning plan, working directly with Strategic/Service Directors to:

- lead the anticipation and identification of the high value and high priority commissions and contracts for attention;
- lead and deliver commissioning priorities, including successful redesign and re-tender of significant contracts;
- work with our partners, where applicable, to agree, develop and progress a shared commissioning approach that embeds the Council's Financial Regulations and values and meets partner needs and transformation plans;
- lead the identification and implementation of any potential savings;
- review progress of those commissions/contracts on the priority list; and
- make recommendations to the City Treasurer.

Build and improve the City Council's approach to contract negotiation, specification, monitoring and management and deliver recommendations for improvement including to planning, performance, governance, systems, social value and front line delivery.

Lead and design innovative approaches to commissioning and procurement which provide quality, value for money solutions, including outcome-based payment and SIBs as well as ensuring the Council's procurement is ethical and promotes and achieves Social Value across all contracts and interactions with third parties.

Lead strategic negotiations with third parties to drive the best outcomes for the City Council and its people.

Ensure systems are in place to track and evaluate the impact of commissioning decisions and practice, and report these. Drive the use of data and analytics in commissioning and procurement and promote practice that allows operational and senior managers to use resources more effectively.

Have responsibility for governance, standards, execution and oversight of commissioning, procurement, and contract management.

Support Strategic/Service Directors, commissioners and contract managers in shaping and driving change, and supporting the transformation of services and the delivery of new commissioning models and timely and efficient procurement. Support a professional development relationship with commissioning and contract management teams in directorates.

Demonstrating the Our Manchester Behaviours, provide excellent leadership of the team and support staff development and well being.

Key Role Descriptors

This senior management role will provide strategic leadership and management to a service area. The role has oversight and responsibility for a service or range of high quality services which includes services commissioned by other providers.

Lead the development of innovative commissioning and service delivery strategies, taking into account best practice and the needs of local communities which deliver the vision for growth, people and place within available resources.

The role holder will establish new ways of working which focus on outcomes for Manchester communities and drive continuous improvement in the delivery of services, and the professional development of employees.

Shows passion for Manchester throughout their work and in their behaviour, championing Manchester in everything they do.

The role holder will develop greater coordinated working across services, partners and communities through relationships with key stakeholders and by listening and engaging with people to deliver improved services.

Manage employees and budgets successfully ensuring service needs and resource levels are identified and met.

Ensure statutory regulations are met to safeguard the organisation and the population of Manchester.

Lead responsibility for advising elected Members, Committees, services and other stakeholders from public, private and voluntary sectors on matters relating to their service area.

Foster commitment, talent and fresh thinking, challenging yourself and others and take responsibility for their own development and promoting continuous learning.

Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications.

Where the roleholder is disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the role. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

Behaviours, skills, and technical requirements

Our Manchester Behaviours

- We work together and trust each other
- We're proud and passionate about Manchester
- We take time to listen and understand
- We 'own it' and aren't afraid to try new things
- We show that we value our differences and treat people fairly

Generic Skills

- **Partnership and collaborative working:** someone with initiative in driving the agenda forward – an action-oriented leader. Ability to drive, build and maintain strong networks of support both internally and externally and to forge effective partnerships with external agencies, voluntary and statutory, and key stakeholders for the continuous improvement of services. The ability to harness the full commitment and responsibility of all key stakeholders in delivering the vision of excellence for the city is crucial to success.
- **Communication Skills:** Speaks fluently and writes articulately, expresses opinions, information and key points of an argument clearly, makes presentations and undertakes public speaking with skill and confidence; responds quickly to the needs of an audience and to their reactions and feedback; projects credibility.
- **Strategic Thinking:** Someone with the ability to think creatively and to lead the agenda with ideas. A strategic thinker, with the ability to identify critical issues and formulate programmes of work which respond to these issues and to oversee their effective implementation. The role holder will also need a level of analytical skill: facility with data and able to apply it to policy and operational questions;
- **Planning and Organising:** Ability to turn strategic ideas and objectives into practical, well organised plans, identifying and organising resources, effectively monitoring performance against milestones and deadlines and taking account of changing circumstances. The role holder needs to be highly effective in turning ideas into workable operational proposals.
- **Financial Management:** Strategic awareness of the financial structure of the Council and the implications of decisions on the delivery of value for money for tax payers.
- **People Management:** Ability to exert positive influence over the performance of others, promoting others' self-esteem, inspiring trust and fostering confidence in others' ability to achieve high standards, thereby enhancing a performance orientated culture which supports the delivery of high quality services to the community.

Technical requirements (Role Specific)

- Extensive management and leadership experience and educated to higher diploma/degree level.

- Evidence of a substantial track record at a senior level of delivering strategic procurement/commissioning advice to corporate leadership and providing leadership of procurement/commissioning across a large complex organisation.