

Strategic Procurement Lead

Recruitment Pack



Contents

Working in Midlothian 2

Job Description 3-5

General Duties and Responsibilities 6

Person Specification 7-9

Terms and Conditions of Employment 10

About Midlothian 11-12

Additional Information / How to Apply 13-14



Working in Midlothian



We are looking for a Strategic Procurement Lead to lead the Council's Procurement Service. The Council has an influential spend of over £115m alongside an ambitious capital development programme valued at over £0.8bn to be delivered over the next 5 years.

The Strategic Procurement Lead will be responsible for the Council's Procurement Strategy, ensuring that the Council's procurement of goods and services delivers Best Value. Procurement and commissioning is a significant focus of the Council's Transformation Blueprint; and the Strategic Procurement Lead will be responsible for transforming the way that services buy and contract goods and services. The role will work closely with Economic Development to develop a Local Procurement Strategy that maximizes local spend, and promotes Community Wealth Building, promoting Community Benefits and ensuring compliance with procurement regulations.

As the fastest growing local authority in Scotland, the Strategic Procurement Lead will promote a culture of collaboration, co-operation, partnership, innovation and empowerment to support the re-imagining of future service delivery. Working in partnership with elected members and the Council's Leadership Team you will be the Council's lead responsible officer for all aspects of procurement and commissioning.

The largest employer in the area, Midlothian Council employs circa 4,000 people. We are committed to creating a supportive, people-centred environment and developing a highly-valued employee benefits package supported by our Council vision 'Midlothian: A Great Place to Grow'.

We are a forward-looking organisation committed to improving the services we deliver while putting the customer at the centre of service delivery. The Council serves a growing population estimated at approximately 90,000. The population is the fastest growing in Scotland. It is predicted to rise to 99,000 by 2027, in a geographical area of 35,527 hectares.

We recognise our most valuable assets are our people. We strive to be an employer of choice by providing a range of benefits to recruit and retain the best people. To learn more about Midlothian Council visit www.midlothian.gov.uk or watch [our video](#) to let our young people tell you all about Midlothian.

Job Description

| | |
|----------------------|--|
| Post Title | Strategic Procurement Lead |
| Directorate | Place |
| Grade | Grade 11 |
| Salary | SCP 90-96 £53,668 - £58,702 per annum (pay award pending) |
| Location | The post is based at the Council Campus in Dalkeith, although the postholder may be required to work remotely and or anywhere within Midlothian. |
| Hours of Duty | The contracted hours are 36 hours per week. |

Job Purpose

- Lead and manage procurement and stores activities across the Council, offer professional advice and guidance on the implications of new procurement legislation and ensure the Council is compliant.
- Develop and deliver a procurement strategy to streamline procurement activities and deliver target efficiencies.
- Ensure that the procurement arrangements are fit for purpose and that all procurement activity contributes to the Council's Strategic objectives.

Main Duties

- Lead, transform and co-ordinate the development of the strategy, implementation, monitoring and review of the Council's entire procurement activities to deliver identified target efficiencies.
- Maintain an overview of all procurement operations and practice across the Council and establish a database of procurement activities with a view to ensuring legal compliance with all relevant legislation and regulations, liaising with the Legal team as required.
- Monitor and systematically reduce/explain procurement expenditure across the authority.
- Be responsible for ensuring procurement strategies, delivering Best Value for the Council, consistency of approach and standards, efficiencies of scale, and delivering strategic targets.

- Develop and disseminate procurement policies, strategies and practices as required to support and demonstrate effective procurement across the Council to deliver strategic objectives.
- As the lead procurement professional, advise on the implications for the Council of new legislation; establish appropriate responses to statutory and non-statutory initiatives effecting procurement and ensure the Council's procurement activities remain legally compliant.
- Offer professional advice to senior managers across the Council on best practice and developments to business processes across the full range of procurement activities and processes.
- Review procurement policy priorities and practices on an annual basis against the agreed strategy objectives and take remedial action, as necessary.
- Lead discussion, consultation and negotiation on behalf of the Council with Scotland Excel, shared service procurement and other national procurement to provide best value.
- Lead negotiations with public and voluntary partnership agencies on behalf of the Council to obtain joint procurement arrangements where appropriate, and provide input to joint tenders where required.
- Identify and review Council-wide issues in procurement policy and practice, processes, and any systematic deficiencies, introduce improvements to create cost-effective and efficient procurement, advising service managers accordingly.
- Represent the Council's views to external bodies such as CoSLA, and other external agencies with regard to procurement. Attend and chair designated internal working parties developing corporate initiatives leading or advising on procurement issues as appropriate. Attend Corporate Management Team and Cabinet meetings as appropriate to support to provide professional information or respond to detailed procurement questions.
- Ensure the provision of an effective and efficient stores and purchasing service to all services.
- Contribute to the service development of the service in general and procurement in particular.
- Identify key knowledge, awareness and skills required by staff in all divisions to apply improved procurement strategy and procedures; advise line managers and arrange training as required.
- Establish the key changes in skills, processes, approaches and organisation that are required throughout the Council to enhance delivery of efficient procurement practice.

Manage the team by:

- Preparing the three year service plan, determining and reprioritising an annual work plan.
- Providing professional advice and guidance on procurement policies, strategies, legislation and initiatives.
- Being the designated budget holder for the team expenditure, monitoring and authorising expenditure.
- Disseminating appropriate information from the senior management team meetings.
- Offering professional advice and undertaking Personal Development Planning for the team.
- Maintaining an overview of the service performance and effectiveness of the team.
- Any other appropriate duties that may be identified by the Line Manager.

General Duties and Responsibilities

Accountability and Key Priorities

While the emphasis is on building a team culture, the Strategic Procurement Lead is in a unique position of authority and accountability with the Council. The role must support the Leadership Team to ensure the overall compliance of the Council with its statutory obligations and internal policies relating to all aspects of Procurement and to lead on the development and delivery of our Procurement Strategy.

Best Value

The Strategic Procurement Lead will support the Leadership Team to ensure that the procurement of goods and services delivers best value of the Council.

Equal Opportunities

The Strategic Procurement Lead will support the Leadership Team to ensure equality and diversity principles are embedded across a range of externally procured services in accordance with the Council's duties under the Equality Act 2010 and the Public Sector Equality Duty.

The Strategic Procurement Lead will support the Councils commitment as a Living Wage accredited organisation and ensure that the procurement policies and contracts let Council demonstrate these obligations.



Person Specification

| Other Factors | | Essential or Desirable |
|-------------------|--|------------------------|
| Experience | Current strategic level experience of corporate leadership in a multi-functional public or private sector organisation of comparable scale and complexity with substantial staff and budgetary responsibility. | Essential |
| | Experience of successfully initiating, implementing and delivering organisation wide procurement strategies. | Essential |
| | Experience of utilising data analysis to underpin decisions. | Essential |
| | An innovative and entrepreneurial thinker with experience of implementing 21 st century solutions. | Essential |
| | Sound experience of leading and motivating a team of senior leaders, partners and stakeholders to achieve a high level of achievement. | Essential |
| | Experience of developing and implementing effective contract management arrangements. | Essential |
| | A successful record of managing contracts, improving performance, delivering results and establishing a strong performance culture. | Essential |
| | Experience of developing and delivering outcomes through partnership working including external and cross-sector stakeholders. | Essential |
| | Experience of strategic procurement and tendering resulting in securing high quality services through different delivery models. | Essential |
| | Experience of working across a range of sectors | Desirable |

Person Specification Continued

| | | Essential or Desirable |
|------------------|---|------------------------|
| Knowledge | Detailed understanding of how a multi-functional, complex organisation works including maintaining effective working relationships. | Essential |
| | Detailed understanding of how local government works, especially decision making processes in the political environment. | Desirable |
| | An understanding of the external context within which services operate. | Desirable |
| | Thorough and deep understanding budget setting and management of the delivery of large scale procurements. | Essential |
| | Sound knowledge of business process re-engineering, project, programme and change management methodologies and their application. | Desirable |
| | An understanding of and a commitment to, addressing equality and inclusion. | Essential |
| | Educated to at least degree level in a relevant subject, plus full membership of the Chartered Institute of Procurement and Supply (MCIPS). | Essential |
| | A post- graduate management qualification or completion of a recognised management development or leadership programme. | Desirable |
| | A Masters level or above qualification in any of the disciplines recognised by local government. | Desirable |
| | Evidence of commitment to professional development. | Essential |

Person Specification continued

| | | |
|----------------------------|---|-----------|
| Personal Attributes | Personal impact - Creates a positive impression, convinces or impresses in a way that results in behavioural change. | Essential |
| | Positive and constructive outlook with high levels of energy, enthusiasm, and personal commitment. | Essential |
| | Effective communicator and persuasive public speaker. | Essential |
| | Excellent interpersonal skills, communicator and public speaker together with the ability to listen and respond to a variety of points of view. | Essential |
| | Strength of character, honest and fair with the highest level of integrity. | Essential |
| | Resilient, with the ability to maintain stable performance under pressure and/or in conflict situations. | Essential |
| | Strategic insight and credibility. | Essential |

Note:

Essential Criteria:

The attributes essential to perform the job properly and the minimum standards expected of the candidate. These will be measured either from the application form, assessment process, interview and/or reference.

Desirable Criteria:

The attributes which would be advantageous to hold, however these are not essential.

Terms and Conditions of Employment

Salary

Grade 11, SCP 90-96 £53,668 - £58,702 per annum (pay award pending)

Pay Frequency

Salary is paid on the 28th of each month.

Hours of Work

The Council's standard week is 36 hours.

Terms and Conditions

Terms and conditions will be in accordance with the Scottish Joint Council for Local Government Employees (Red Book).

Flexi Scheme

The Council's flexi scheme is applicable to this post.

Annual Leave Entitlement

The basic annual leave entitlement is 30 days to be increased by 1 day for each of the first 8 years of completed eligible service to a maximum of 38 days per year. Entitlement will be based on the postholder's continuous service.

Public Holidays

There are an additional 4 fixed public holidays at Christmas and New Year.

Allowance for Sick Leave

The entitlements during any absence due to sickness or injury are set out in the Scottish Joint Council for Local Government Employees (Red Book). The scheme provides for up to 26 weeks' full pay and 26 weeks' half pay after five years' continuous service.

Pension

You will automatically join the Local Government Pension Scheme unless you choose to make alternative arrangements.

Terms of Appointment

The appointment will be subject to satisfactory pre-employment checks including references and medical clearance.

Notice Period

The contract may be terminated by giving 12 weeks' notice in writing on either side.

Politically Restricted Posts

This position is politically restricted under the Local Government Officers (Political Restrictions) Amendment Regulations 1998 (as amended). This means that you are prevented from taking part in certain political activities.

Other Employment

You may not engage in any other business or take up additional employment without the express consent of the Council. You must inform the Council of any outside activity or interests which may in any way conflict with your work for the Council.

Code of Conduct

The Council expects a high standard of conduct from its staff. The Council's Code of Conduct sets out the minimum standard of conduct. The code does not affect an employees' rights and responsibilities under the law and their contract of employment.

About Midlothian

Situated just ten miles south of Edinburgh, Midlothian boasts some of the finest green spaces in Scotland including the Pentlands Regional Park.

It has the fastest growing population of any region.

People are moving to the area to live in new housing, to take advantage of job opportunities, and the excellent transport links, including the Borders Railway.

Once known for its mining, Midlothian now has the largest concentration of animal-science related expertise in Europe.

The Edinburgh and South East Scotland City Region Deal, a major initiative with the potential to transform Midlothian, will drive productivity and growth while reducing inequalities and deprivation.

Meanwhile, ambitious plans to improve town and village centres including Dalkeith, Newtongrange, Penicuik and Gorebridge will further boost the economy.

Midlothian offers excellent leisure opportunities. Our Loanhead Centre, incorporating a new primary school, library, medical practice, pool and leisure facilities, won a Scottish Property Award. Newbattle Community Campus opened in 2018 and is a Digital Centre of Excellence. The Midlothian Snowsports Centre at Hillend boasts the longest dry ski slope in Europe whilst five of the Council's parks have Green Flags.



About Midlothian continued

There is excellent shopping at Straiton Retail Park and numerous restaurants, cafes and bars.

Midlothian has 33 primary schools, 6 secondary schools and 1 school for primary and secondary school age pupils with additional support needs. Edinburgh College has a campus at Eskbank, Dalkeith.

Midlothian Community Planning Partnership's vision is '**Midlothian – A Great Place to Grow**'. The vision is underpinned by three priorities for the area set out in the Single Midlothian Plan.

- Reducing the gap in learning outcomes
- Reducing the gap in health outcomes
- Reducing the gap in economic circumstances



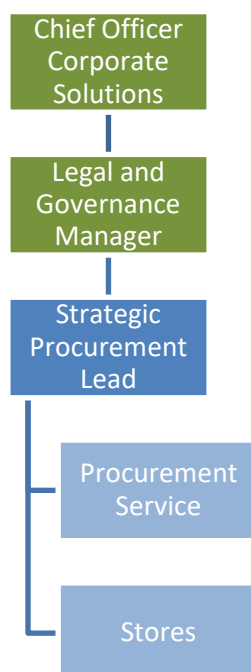
The Council

Midlothian Council has 18 Councillors each representing one of six multi-member electoral wards. Each electoral ward has three Councillors.



Additional Information

Structure



Timeline

| Stage | Dates |
|--|-------------------------------------|
| Closing date for receipt of applications | Friday 6 th October 2023 |

The Interview Panel will comprise of the Executive Director Place, Chief Officer Corporate Solutions and Legal and Governance Manager.

How to Apply

For a confidential discussion about the post please contact Danielle Cairney or Catriona Mackie at our recruitment partners, Aspen People, on 0141 212 7555.

To apply please submit your CV and cover letter (combined in one document) via the following link:

- [Strategic Procurement Lead](#)

Applicants will be shortlisted for interview by matching the details given in their CV and cover letter against the job description / person specification. The cover letter should highlight your relevant professional experience and articulate your interest in applying for the role at Midlothian Council.

We would also be grateful if you could include the following information:

- Current salary / package
- Current notice period
- Details of two referees (referees will not be contacted until offer stage or without prior consent)

You will receive an automatic acknowledgement of your application. If you do not receive this please contact Katy Gall on 0141 212 7555.

Key Links

You can access additional background information at these links:

[Single Midlothian Plan Service Plans](#)

[Midlothian's Route Map](#)

[Nesta Listen and Learn Report](#)

[Procurement Strategy](#)

Further information and documents are available on our website:

www.midlothian.gov.uk



www.midlothian.gov.uk