

## Director of Commissioning and Procurement

The Director of Commissioning and Procurement will play a key role in the Council's Corporate Leadership Team (CLT) in leading and delivering corporate objectives. Each member of the CLT will be responsible for the technical delivery of their roles and the corporate competencies, while living and promoting the corporate values through their day-to-day work.

**Reports to:** Executive Director of Resources

**Responsibility for:** Commissioning, Strategic Contract Management, Improvement and Performance, Commercial Relationships & Procurement. Operational contract management of all adults' contracts and brokerage/placements services. Commissioning support for the Community, Voluntary & Social Enterprise Sector.

Delivering a Travel service for children with special education need and vulnerable adults and managing the Council in-house commercial equipment service.

Delivering the Community Equipment Service within the Council to Local Authority clients and self-funders.

### Job Purpose:

You will work as part of the Corporate Leadership Team (CLT). You will take full responsibility for all matters, Commissioning, Strategic Contract Management, Improvement and Performance, supporting the development & delivery of commercial services within the Council.

You will have responsibility as the lead commissioner for children care, adult care and public health services for the Council

You will work closely with the Executive Director of Resources to limit the impact on front line services even when faced with a significant reduction in resources.

You will be responsible for the delivery of the Travel service for children with SEN and Vulnerable adults. You will lead the Council's commercial equipment service.

**Key Deliverables:**

- To be innovative and enterprising in using available resources to change lives for the better
- Lead the organisation delivering commissioning arrangements for all services.
- Lead on the development, coordination and implementation of a corporate commissioning framework, ensuring robust contracting and service level agreements together with compliance monitoring arrangements for all commissioned services
- Develop, lead and manage strategies for contract management of commissioned services across the Council, ensuring high value contracts have expert support and management; and that expertise in contract and performance management is provided to service-based contract management
- Develop, coordinate and implement a strategic supplier and category management strategy to ensure the Council is approaching the market with a consistent voice and approach
- Develop, manage and implement a corporate process for the procurement of goods and services including provision of technical advice and guidance regarding relevant governance policies
- Develop and maintain e-enabled buying solutions and P2P procurement services
- Develop, coordinate and implement performance framework for the Council.
- To deliver the travel service for Children with SEN and Vulnerable adults
- Manage the Council's commercial equipment service
- To operate within the governance, financial and legal frameworks of the Council at all times

**Key Stakeholder Relationships:**

Internal: Councillors, Corporate Leadership Team, and Council Directors

External: Croydon Clinical Commissioning Group, Government Departments, National Consultation Groups, Strategic Partners, Voluntary Sector, Other Local Authorities, Trade Unions, MPs, Partner Organisations, Professional Bodies,

**Statutory Responsibilities:****Political Restrictions:**

This post is politically restricted and under the Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 and the post holder may not have any active political role either in or outside the work.

**Delegated Authority:**

The post holder is required to be on call as part of a Chief Officer on-call Rota

**Specific Minimum Qualifications and Expertise**

- Proven ability to lead a strategic team at a similar level through commercial awareness and leadership capability
- Track record in managing and maintaining strategy, commissioning and performance aspects of similar sized organisations, with the ability to demonstrate sound financial stewardship
- Track record in developing and delivering commercial opportunities and services within a local government context
- Developed expertise in complex commissioning solutions
- Excellence in team management and service delivery in relation to strategy commissioning and community engagement, including the ability to manage internal departmental relationships
- Significant track record in executing team and individual performance effectively
- Embedded communication ability both upwards and downwards within an organisation and externally to improve service delivery

## Corporate Values

Our values are the base of every job role within Croydon – our values are fundamental in everything we do as a Local Authority. You are required to demonstrate a commitment to our corporate values and this will be assessed using the criteria below:



**One Team:** To cross boundaries to work together towards shared goals with colleagues, partners and communities

- You are strategically innovative in your approach to building and maintaining partnerships and you and your teams act in a joint enterprise with them. You use your contacts and colleagues to bring teams together.

**Proud to Serve:** We strive to always do our best for the community, getting the most from limited resources and using taxpayers' money wisely

- You are proud to be part of the wider Croydon and the contribution you and your teams make to it. You make a difference to people's lives through engagement and you strive to get the best possible value for money for customers.

**Honest and Open:** We work hard to build trust by treating everyone with honesty and integrity

- You think through who needs to understand what during communication; and take care to communicate detail clearly. You take people's views into account continuously. You trust people, colleagues and staff, to do their best and deal with any issues positively.

**Taking Responsibility:** We encourage and support each other to take responsibility and show what we can do, learning together and recognising each other's contributions

- You are clear where formal accountability lies and where we can all take responsibility for results. You praise your colleagues for their efforts and ideas and thank them for their contributions.

**Valuing Diversity:** We make the most of the many perspectives that make Croydon distinctive

- You treat all staff and customers with equal value and respect. In everything you do, you make good use of the wide variety of background, skills and perspective your teams, the Council and the community demonstrate.

**Updated: September 2018**