

Role Profile



Job Title:	Procurement Manager
Business Area:	Finance & Business Services
Reports To: <i>Post title</i>	Senior Procurement Manager
Direct Reports: <i>Post titles & numbers:</i>	None
Date Last Reviewed:	June 2023

1. Job Purpose

- To manage/ administer all CES procurement activities
- To work across Crown Estate Scotland to support operation of Procurement Champions Network
- To ensure Contracts Register is complete and current at all times.
- To deputise for Senior Procurement Manager where required

2. Main tasks

- Manage/ administer procurement activities/ processes (in collaboration with end users)
- Maintain Contracts Register.
- Input to regular reports on procurement activities for Executive Team and Audit & Risk Committee (provide source data, draft reports)
- Work with outsourced service providers to ensure procurements undertaken on behalf of CES are done so in accordance with CES procurement policy and relevant Scottish public rector regulations and requirements.
- Suggest periodic updates/ improvements to CES procurement strategy/ policy
- Represent CES in external procurement networks and activities where required or appropriate.

3. Key responsibilities

- Administration of all procurement related activities
- To support ensuring all procurement activities (including those delivered by outsourced partners (e.g. Managing Agents) satisfy regulatory and legal requirements
- Maintain the CES Contracts Register, ensuring business-wide compliance and engagement and that our register is complete and current at all times.
- Support production of Annual Procurement Report

4. Knowledge, Skills and Experience

- 3 years + experience of managing procurement systems within the public sector.
Experience throughout contract life cycle – scoping, procurement/ negotiation, contract delivery
- Ability and confidence to hit the ground running

5. Contacts & Communications

Internal

- Regular contact/ communication across CES at all levels (up to and including Board where required) to provide support at all stages of the procurement process.
- Advise staff (particularly members of Procurement Champions Network) on best approach to specific procurements. Advice will include (but not be restricted to) development of scopes, identification of appropriate qualitative assessment criteria as well as price/quality balance, choice of appropriate procurement channel (e.g. PCS/PCS-T/ Quick Quote/ Crown Commercial Service (or other) Framework Agreements).
- Administer procurements (ensure ITT documentation correct, manage 'posting' process plus question responses while ITT is live, oversee assessment process, ensure contract award process properly followed

External (public sector)

- Support CES interface/ usage of external procurement arrangements (e.g. Public Contracts Scotland website, Scottish Government/ Crown Commercial Service Framework Agreements). Build and maintain relationships with equivalent contacts in these organisations.

External (non-public sector)

- Build and maintain strong working relationships with Managing Agents (who procure on our behalf) Regular meetings (monthly) to ensure procurements carried out by MA's are compliant and efficient. Occasional contact with legal advisors regarding specific contractual issues

6. Problem Solving

- Responsible for negotiation and persuasion with suppliers, to resolve contractual differences (with support from Senior Procurement Manager where necessary)
- Ability to understand key contractual provisions, in order to appropriately complete individual procurements.
- Identifying/ supporting improvements to our procurement process to ensure it adds value and supports organisational objectives.
- Responsible for ensuring adherence to our procurement processes across the business, and Managing agents, building relationships and gaining buy-in across teams to promote engagement.

7. Decision Making

- Responsibility for managing own time and prioritising tasks
- Understanding of the consequences of their decisions
- Ability to escalate issues
- Work with stakeholders at all levels within CES to ensure a robust and consistent

approach is taken to procurement.

- Providing support, advice and recommendations across the business on scope, process and decision making within a procurement process.

8. Autonomy

- Ability to work effectively, on their own and within a team
- Participate and contribute to team wide activities
- Ability to establish personal credibility with external partners and counterparties
- Willingness to take responsibility for personal professional development
- A self-starter, with experience of initiating and delivering tasks

9. Management of Resources:

- **Budgets** – Input to annual budgeting process. Monitoring of specific budgetary spend (as agreed with Senior Procurement Manager)
- **Equipment** – Personal equipment (laptop, mobile)
- **Other resources** – Responsible for managing efficient use of own time and ability. Complying with CES business expense policies.
- **As a line manager** – None

10. Impact

- The role holder will work under the guidance of the Senior Procurement Manager to ensure delivery of team objectives
- The role holder will take ownership of procurement activities across CES
- Role holder will deputise for Senior Procurement Manager when required.

11. Physical Demands

- Desk-based environment, need to use keyboards, phones etc

- Ability to simultaneously use more than one element of software/ hardware

12. Working Environment

- Predominately office based, with occasional travel to external parties' locations

13. Any Other Duties OR Pertinent Information

- Work within CES policy framework, make suggestions for appropriate improvements
- Support Senior Procurement Manager/ Director of Finance & Business Services, as required
- Any other tasks or duties reasonably expected

14. Person Specification

	ESSENTIAL	DESIRABLE
EDUCATIONAL ATTAINMENTS – <i>such as qualifications</i>	<ul style="list-style-type: none"> • Educated to degree level (BSc/BA) or equivalent 	<ul style="list-style-type: none"> • Chartered Institute of Procurement & Supply membership
VOCATIONAL /OCCUPATIONAL ATTAINMENTS – <i>such as accredited job specific training</i>	<ul style="list-style-type: none"> • Familiarity with Scottish Government Procurement Journey • Familiarity with Public Contracts (Scotland) Regulations 2015 • Familiarity with Procurement Reform (Scotland) Act 2014 	<ul style="list-style-type: none"> • Practitioner level, UK Government Commercial Skills & Competency Framework
SKILLS/ COMPETENCIES	<ul style="list-style-type: none"> • Negotiation/ influencing Good communication skills • Attention to detail • Strong teamworker 	<ul style="list-style-type: none"> • Confidence in dealing with senior leadership (Internal or external) • Representing CES in external situations
EXPERIENCE	<ul style="list-style-type: none"> • Regular management of administrative tasks • Public sector procurement • Contract scoping, tendering, negotiation • Managing contract delivery • Formal reporting 	<ul style="list-style-type: none"> • Experience of wide range of contract types (goods, services, works) • Experience of using PCS, Scotland Excel, Crown Commercial Service systems and frameworks
A DRIVING LICENCE IS REQUIRED: NO If required, state licence class(es):		
ANY SPECIAL REQUIREMENTS PERTINENT TO THE POST: None		

Our Values

Our values underpin what we do and how we do it. They are as follows:

Commercialism	We use our business know-how to make money for Scotland and to grow the value of the Estate, helping to achieve more long-term. We help our tenants succeed and support sustainable economic development.
Integrity	We behave respectfully and act responsibly. We take a long-term approach, balancing our commercial interest with what's right socially and for the environment.
Excellence	We do the best we can in everything we do, and we're always trying to improve. We encourage new ideas which could help us raise the bar, and we're not afraid to change our approach if needed.
Collaboration	We make the choice to work closely with other people and organisations. We believe that we can do better for everyone when we work together – whether they are tenants, partners, local communities or other stakeholders.

Behavioural Competencies

What are they?

'Competencies' are skills/behaviours/attributes that are required for an individual to perform effectively in their role.

Our behavioural competencies outline the standards expected for every role within Crown Estate Scotland and are based on our organisational values above. They help us to achieve/live our values. They are 'Innovation & Commercialism', 'Working with Integrity', 'Delivering Excellent Performance' and 'Collaboration & Teamwork'.

Why are they important?

Using our values as a basis for behavioural competencies helps embed those values and ensure that we are all 'walking the walk'. Our competency framework has many benefits including:

- Giving employees clarity in what behaviours and actions will be required, valued and recognised.
- Helping managers and staff plan professional development.
- Encouraging consistency across the organisation.
- Informing recruitment (by setting out what is required of a role-holder).

What will you be expected to demonstrate?

Each employee is expected to demonstrate each of the four behavioural competencies at either a fundamental, enhanced or advanced level. The expected levels for this role are as follows:

	Fundamental	Enhanced	Advanced
Innovation & Commercialism	✓		
Working with Integrity		✓	
Delivering Excellent Performance	✓		
Collaboration & Teamwork		✓	

How can you demonstrate the behavioural competencies at the required level for your role?

The table below is designed to help you to understand how you can put the behavioural competencies for your role into practise. You can meet the required level by demonstrating the behaviours listed. Some examples are included in the 'Guide to behavioural competencies' to help bring these behaviours to life.

Role Profile

Behavioural Competency	Level			Behaviour
	Fundamental	Enhanced	Advanced	
Innovation & Commercialism	✓			<ul style="list-style-type: none"> • Role model fairness and clarity in all commercial undertakings. • Support others to continuously improve our services, including identifying and pursuing new opportunities. • Adhere to Best Value principles in my work.
Working with Integrity		✓		<ul style="list-style-type: none"> • Empower people to make decisions which model integrity. • Maintain confidentiality and support a culture which encourages constructive challenge and feedback.
Delivering Excellent Performance	✓			<ul style="list-style-type: none"> • Support my team's professional development. • Support others, helping them achieve their goals and relevant quality standards. • Manage others to ensure excellent customer service is received internally and externally.
Collaboration & Teamwork		✓		<ul style="list-style-type: none"> • Encourage teamwork and collaboration in others. • Promote effective team processes and assign tasks according to ability and potential. • Develop and maintain partnerships and identify opportunities for new ones.