**Role Profile**

**Part A - Grade & Structure Information**

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| **Job Family Code** | **9BF** | **Role Title** | **Senior Sourcing Solution Specialist** |
| **Grade** | SS9 | **Reports to (role title)** | **Sourcing Solutions Manager** |
| **Directorate** | **Orbis** |
| **JE Band** | 135-160 | **Service** | **Procurement** |
| **Team** | **Procurement** |
| **Date Role Profile was created** | **Jan 2021** |
| **Part B - Job Family Description**  The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis. | | | |
| **Role Purpose** including key outputs | |  | | --- | | To provide procurement expertise to run sourcing projects whilst supporting and motivating a team of Sourcing Solutions Specialists to deliver added value from the low-value sourcing requirements of customers across the Orbis partnership authorities (see context), providing updated or new contracts for spend between £25,000 and the regulatory threshold for goods and services set in law. To proactively identify new collaborative opportunities to put in place better value and more convenient contracts across Orbis partner authorities to meet customer needs and avoid the need for high volumes of very low value suppliers to be managed. The individual will also act as second-line support for customer requirements, providing a single point of contact for customer queries and problem-solving, and working closely with colleagues in purchase-to-pay teams in Orbis Business Operations. The role-holder and the team will also act as experts in the operation of the e-tendering system to provide a level of support for users both internally and externally, and ensure that projects are delivered in a streamlined, automated and consistent way. To support and take responsibility for P2P processes across Orbis, working with colleagues in other teams, such as Business Operations to deliver efficiencies in process. To ensure that through our procurement and commercial arrangements organisational and service objectives are delivered, efficiencies and wider value is achieved, and compliance with relevant policy and procurement legislation is maintained. To collaborate with the Sourcing Solutions manager and Procurement Programme Management Office to ensure projects are resourced, and that project and benefits delivery are properly monitored and managed. | |  | | | |
| **Work Context** | This role is within the Procurement Service within Orbis which is a collaboration between Surrey County Council, East Sussex County Council and Brighton & Hove City Council. Our department provides high quality and professional procurement, commercial and contracting services to colleagues and customers both within and beyond the Orbis partner authorities, working across multiple partners and services will be one of the more challenging aspects of the role.  Operating within a shared function, post holders will need to bring expertise and innovation to their role and will work on local, regional, and collaborative projects often as part of cross functional teams.  The Procurement Service and the customers we support have offices in a variety of locations within each of our partner authority's geographical boundaries and so some flexibility will be expected. Staff will be supported to operate in an agile way to meet the demands of the role  Operating within a shared function, post holders will need to bring expertise and innovation to their role and will work on local, regional and collaborative projects often as part of cross functional teams.  The Procurement Service and the customers we support have offices in a variety of locations within each of our partner authority's geographical boundaries and so some flexibility will be expected. Staff will be supported to operate in an agile way to meet the demands of the role. | | |
| **Line management**  **responsibility**  if applicable | Line management of a administrator and deputize for the Sourcing Solutions Manager when required | | |
| **Budget responsibility** if applicable | N/A  **Page 1** | | |

**Representative Accountabilities** Typical accountabilities in roles at this level in this job family

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| Analysis, Reporting & Documentation • Assess or conduct analysis, presenting results and putting forward recommendations on managing more complex situations to support decision making. • Analyse and make recommendations for improvement or development of existing systems, processes or policy.  Service Delivery • Maintain, develop and review systems, processes, procedures and working methods to maximise service quality, efficiency and compliance. • Provide specialist/professional advice and recommendations within specific parameters to support informed decision making.  Planning & Organising • Plan workloads and secure resources to enable the team/s to achieve a quality service. • Lead projects and reviews within a defined area of work as directed by their manager to support and enhance service delivery.  Finance/Resource Management • May assist with budget/resource management in accordance with the organisation's policies and procedures. • May have delegated responsibility for a budget(s).  Work with others • Liaise, communicate and build relationships with other internal departments, customers, partner organisations, agencies and/or contractors to support and represent the team/service.  People Management • May manage a team operating in a well defined specialist area or oversee the delivery of a range of support services to a service or function. • Monitor and support the performance management and development of team members to ensure that individual contributions are maximised. And/Or • Operate as an individual responsible for the delivery of a high level/complex service.  Duties for all Values: To uphold the values and behaviours of the organisation. Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity. Health, Safety & Welfare: To be responsible for ensuring health & safety policies, procedures and legislation are implemented, communicated and managed including making sure that health and safety responsibilities are fully understood and carried out by employees within their service area. To have regard to and comply with safeguarding policy and procedure as appropriate. |
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| **Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics** | | Roles at this level are often professionally qualified roles, specialists, or project officers providing advice and support to their customers, or lead and manage the work of larger teams. They will plan and ensure progress within established procedures and policy, and respond effectively to changing priorities and different situations. They will have a fair degree of autonomy and work closely with customers, staff, partners, third parties agencies and/or contractors and have a primary role ensuring their services achieve the agreed service standards in a cost effective way and in improving quality standards. Forward planning could be for months ahead and the role will contribute to longer-term development. Work requires the consideration of future implications beyond the immediate problems. | | |
| **Details of the specific qualifications and/or experience if required for the role in line with the above description** | | N/A | | |
| **Role Summary** | | Roles at this level provide a business support service as part of a specific service or service team. They work within established processes and procedures, resolving problems or queries with the more complex issues referred to others. They support more senior staff by executing the detailed processes in specific aspects of business, financial, communication, facilities and/or HR administration and will be fully versed in all procedures of their specialism. They will be subject to supervision but will be expected to organise their own workload and set their own priorities within short, e.g. day-to-day timescales. They may support a group of more senior staff with some of the more routine duties and ensure matters are dealt with appropriately when they are out of the office. Some roles at this level may be more restricted in terms of variety or organisation of tasks than others. Where this is the case, customer service may be the predominant feature. | | |
| **Reason for Benchmarking -** please complete the appropriate Business Case below | | | |
| **Reason** | **Guidance for Business Case** | | **Business Case** |
| **A - Creation of a new role** | Please provide context to the creation of this new role. | | Following a review of the work undertaken it was clear that much of the time of more senior team members was taken up by more operational and functional activities. The decision was made to create this new role to assume many of these operational duties so that senior team members can be released for more strategic activities. |
| **B - Creation of a new role as a result of a reorganisation** | Provide context for the reorganisation. Please include sufficient detail to explain the extent of the reorganisation (team level, department level, etc) as well as the impact on the responsibilities associated with this profile. How has this work been carried out previously and why this is no longer appropriate or, if there are new tasks, why do they need to be undertaken? | |  |
| **C - The profile has been reviewed to more accurately reflect the existing duties of the current role** | Please explain how the responsibilities of this profile have changed and what the impact of this has been on the team/department. Please state the current grade/level of the role and why the changed responsibilities sit appropriately at the proposed level. | |  |
| **Date new role profile has been agreed with the role holder(s)** **Reason C** of the business case only | | | N/A |
| **Current grade of the position - Reason C** of the business case | | | N/A |
| **The below two fields to be completed by non-school roles only** | | | |
| **OM Number of the position -**  **Reason C** of the business case.  State all position numbers that are affected, if there is more than one position with the same role title and grade. Please note that all position holders have to agree. | | | N/A |
| **Manager's OM Number this role reports to - Reasons A,B, C** | | |  |
| **Requesting manager's details** | | | |
| **Manager's name** | **Manager's role title** | | **Date request submitted to HR** |
| Edward Dunn | Sourcing Solutions Manager | | 12/01/2021 |
| **Approval Section** Non-schools complete yellow parts, schools complete green parts | | | |
| **Requesting manager to confirm:** 1. Head of Service/Headteacher for schools approval for the creation/amendment of the role 2. Senior Manager confirmation of the available budget (non-schools)Please note that it is your responsibility to obtain the appropriate authorisations before the job profile is submitted for benchmarking. | | | |
| **Position** | **Name** | | **Date of approval** |
| **Head of Service** | Keith Coleman | |  |
| **Senior Manager** |  | |  |
| **Headteacher** |  | |  |
| **Pay Committee (where appropriate)** |  | |  |
| **To be completed and approved by HR** | | | |
| **HR to confirm** that the role is at a correct level within the particular Job Family | | | |
| **Position Title** | **Name** | | **Date confirmed benchmarking to  JE Coordinator** |
| **HR Consultant** | Hannah Grevatt | | **04/02/21** |
| **To be completed by JE Coordinator** | | | |
| **Reference Number** | 12168 | | |

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