

SCOTLAND EXCEL

JOB OUTLINE

FUNCTION :	Customer and Business Services	SECTION :	Customer Development
POST TITLE :	Academy Tutor (Procurement)	POST ID :	tbc
GRADE :	Grade 11	LOCATION :	Renfrewshire House, Cotton Street, Paisley and remote working
REPORTING TO :	Strategic Organisational Development Manager		

ORGANISATION OVERVIEW:

Scotland Excel is the Centre of Procurement Expertise for local government in Scotland. Established in 2008, we are an award-winning non-profit shared service working in partnership with Scotland's 32 local authorities and other public sector stakeholders.

Our contract portfolio worth around £2bn supports the delivery of a wide range of essential public services provided by councils, and includes contracts for social care, construction, roads, transport, environment, corporate, education and ICT. Designed to maximise the value of council spending through savings, efficiency and innovation, our contracts also facilitate national and local policy priorities, support the local economy, and generate additional social value for Scotland's communities.

Scotland Excel also provides assessment, change management and education services to help our stakeholders transform their procurement and commercial capability. We represent the sector at a national level on all matters relating to public procurement and lead the development and dissemination of good procurement practice.

Our Academy delivers a portfolio of procurement, leadership & management, project management, business analysis and innovation work-based-learning development programmes. The Academy holds accreditations from CIPS, CMI, SQA – and is the first CMgr assessment centre in Scotland. We deliver a blend of taught workshops and online learning across our national community.

PRINCIPAL ROLE:

The Scotland Excel Academy designs, creates and delivers a portfolio of people development and organisational development work-based-learning programmes, delivered nationally.

The Academy Tutor will work across a variety of internal and external projects aligned to the objectives of Scotland Excel's education programmes, and wider strategy. They will be responsible for the successful development and delivery of their suite of Procurement based training projects.

The post holder will build positive relationships with colleagues and customers at all levels to ensure Procurement training projects are aligned with agreed business objectives. Through the delivery of high-quality learning & development programmes, they will ensure that customer confidence and satisfaction is maintained for both internal and external customers.

The Academy Tutor will also be responsible for creating and delivering educational programmes which support the transfer and sharing of knowledge and best practice across the local government procurement community. This includes creating content, delivering content and assessing learners' work.

Key tasks for which the postholder will be responsible:

1. Manage the initiation of Procurement Training projects, including the development of an appropriate project brief and project plan, in conjunction with relevant stakeholders
2. Identify Procurement project deliverables and work with relevant staff to plan the resource and agree the implementation plan for the projects
3. Undertake appropriate detailed research and analysis to support business cases and provide project recommendations
4. Create and deliver content, structuring modules and programmes which support the development of Procurement professional practice, for accredited and non-accredited learning & development programmes.
5. Assess learners' work-based-learning submissions and coursework, supporting independent internal verification and external professional body moderation.
6. Develop and facilitate appropriate workshops supporting both internal and external projects
7. Work with business partners to make recommendations for appropriate change programmes to senior stakeholders including council Chief Executives
8. Manage the representatives involved in the project team(s) and ensure that they adopt appropriate project management standards
9. Develop contingency plans and manage project risks, reporting any areas of concern to the appropriate project board and/or Strategic Organisational Development Manager
10. Liaise with colleagues working on other Procurement training projects to ensure that work is co-ordinated and duplication is avoided
11. Oversee and monitor the budget for projects and report progress and any concerns to the Strategic Organisational Development Manager.
12. Manage the closure of projects including the handover to the appropriate owner and undertaking a lessons learned review
13. Champion the transfer and sharing of knowledge within the local government community by creating and delivering high-quality commercially viable educational development programmes
14. Be commercially astute, able to identify commercially viable learning & development and organisational development opportunities. Bring such commercial opportunities to fruition culminating in the profitable implementation of learning & development and organisational development programmes
16. Align the resourcing of learning & development and organisational development programmes with income generation, driving high-quality commercially viable multi-disciplinary programmes