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| **SCOTLAND EXCEL**  **JOB OUTLINE** | | | |
| **FUNCTION:** | Strategic Procurement & Commissioning | **SECTION/TEAM:** | Social Care - Children’s Services |
| **POST TITLE:** | Category Manager-Social Care Children’s Services | **POST ID:** | 107782 |
| **GRADE:** | 12 | **LOCATION:** | Renfrewshire House  Paisley |
| **REPORTING TO:** | Service Manager | | |

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| **ORGANISATION OVERVIEW:** |
| Scotland Excel is the Centre of Procurement Expertise for local government in Scotland. Established in 2008, we are a leading public sector shared service and operate as a non-profit organisation funded by Scotland’s 32 local authorities.  Our contract portfolio supports the delivery of a wide range of essential public services provided by councils and health & social care partnerships, and includes contracts for social care, construction, roads, transport, environment, corporate, education and digital. Designed to maximise the value of public spending through efficiency, innovation, financial transparency and savings, our contracts also facilitate national and local policy priorities, support the local economy, and generate additional social value for Scotland’s communities.  Scotland Excel offers an award-winning learning and development programme, and provides a range of assessment, consultancy and improvement services to help councils 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 and commissioning practice. |

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| **PRINCIPAL ROLE:** |
| * Lead the team on strategic sourcing activities for the Children’s Services Social Care category with the goal of improving quality. * Lead the development and implementation of the category strategy for the Children’s Services Social Care team. * Responsible for the commercial management of Social Care services and the implementation of best practice in commissioning & procurement. * Work closely with stakeholders on the development of procurement/commissioning strategies and implementation plans. * Effectively manage a portfolio of high value/high risk Social Care contracts through a team of staff. * Responsible for realising the benefits of collaborative procurement by arranging new contracts for Social Care goods and services and managing established contracts. * Drive commercial excellence through the implementation of well-defined sourcing strategies. * Liaise with and positively influence key stakeholders, particularly in respect to best practice, market development and innovation. * Identify/assemble and lead User Intelligence Groups for designated contracts to develop and implement innovative procurement strategies throughout the contract life cycle to ensure the delivery of efficiency, effectiveness and value to Local Authorities and Health & Social Care partnerships. * Mentor a team to develop and implement strategies that deliver key team priorities and goals. * Ensure compliance with standing orders, statutory provisions, relevant legislation and Scotland Excel policies, procedures and processes. |

**Key tasks for which the postholder will be responsible:**

* Assess key stakeholder needs in order to manage/develop contract solutions which ensure effective service delivery.
* Manage all stages of Scotland Excel’s approved procurement process in order to deliver high value / high risk contracts.
* Support sustainable procurement policy and practice in the delivery of contracts to Local Authorities.
* Work with a range of senior stakeholders to keep abreast of key policy direction relating to Children’s Social Care including representing Scotland Excel at various working groups and professional forums.
* Lead User Intelligence Groups to develop and implement innovative procurement strategies, ensuring that key objectives and critical success factors are achieved.
* Lead provider meetings, forums and visits in order to achieve effective contract delivery, providing development support where appropriate.
* Deliver Social Care contract recommendations through the development of consistent and robust assessments, and in accordance with agreed procurement principles.
* Conduct negotiations with providers in accordance with Scotland Excel policies and procedures, ensuring that the business is represented in an effective and professional manner.
* Make recommendations on the awarding of contracts in accordance with Scotland Excel’s contract authorisation procedure and arrange subsequent contract placement and mobilisation in conjunction with Renfrewshire Council’s legal services.
* Lead a team to successfully implement and manage contracts, through a cycle of continuous improvement, from initiation to expiry, ensuring that all relevant Scotland Excel publications are uploaded and maintained with contract information that meets customer requirements.
* Through effective use of management information, carry out analysis and management of fee variation requests and negotiations.
* Develop, prepare and submit a range of reports required to monitor the performance and effectiveness of providers and contracts, recommending action plans for any areas of performance improvement to the Service Manager/Strategic Commissioning Manager/Director of Strategic Procurement & Commissioning.
* Work with the Service Manager and other managers to support Councils and Health & Social Care partnerships in relation to their local commissioning and Social Care procurement practices, including delivering of workshops.
* Ensure that own work activities comply with Scotland Excel’s commitment to Health and Safety regulations.
* Responsible for implementing Scotland Excel’s HR policies, procedures and practices.
* Responsible for the direction, coordination, training & development of team members, including providing areas of work and monitoring performance.

This description is indicative of the nature and level of responsibilities associated with this job. It is not exhaustive and the job holder will be required to undertake other duties and responsibilities commensurate with the grade.

**Updated October 2024**