

SCOTLAND EXCEL

JOB OUTLINE

FUNCTION:	Customer & Business Services	SECTION/TEAM:	Commercial Services & Projects Team
POST TITLE:	Project & Account Manager	POST ID:	
GRADE:	11	LOCATION:	Renfrewshire House Paisley
DELEGATED AUTHORITY	Financial: - No Contractual: - No	RESPONSIBILITY FOR STAFF	No
REPORTING TO:	Commercial & Projects Manager		

ORGANISATION OVERVIEW:

Scotland Excel is the Centre of Procurement Expertise for local government in Scotland. Established in 2008, we are an award-winning public procurement organisation funded by Scotland's 32 local authorities.

Over the past ten years, Scotland Excel has helped to establish procurement as an effective mechanism for supporting local government financial challenges and policy priorities through the delivery of national collaborative contracts and initiatives which increase procurement capability across the public sector.

Our £2.0bn contract portfolio supports the delivery of a wide range of essential public services provided by councils including social care, construction, roads, transport, environment, corporate and education. We also work in partnership with other public sector organisations to deliver procurement support across a range of key national policy areas including Digital / ICT solutions.

The Scotland Excel Academy offers accredited learning opportunities in procurement, leadership and management, and project management, as well as a range of short courses and workshops in essential skills for procurement practitioners. We also deliver transformation programmes and change projects for councils at a national and local level.

In 2017, Scotland Excel launched a procurement programme for the affordable housing sector and is now working with a growing number of housing associations across Scotland.

PRINCIPAL ROLE:

- Establish and implement effective stakeholder management; build relationships at all levels across Councils and the wider community to support engagement in Procurement, Learning and Development and Change and Transformation projects

- Lead and deliver business change projects in line with sector needs and Scotland Excel strategic direction through the use of allocated resources including human, financial and other resources
- Support customers on an on-going basis in relation to key developments in the sector such as legislation, sustainable procurement and supporting local policy and economic objectives.
- Lead and co-ordinate the representation of Scotland Excel and the local government sector at key meetings, strategic forums and events on a national basis in order to support our joint aims and national objectives.

Key tasks for which the postholder will be responsible:

1. Establish and implement effective stakeholder management; build relationships at all levels across Councils and the wider community to support engagement in Procurement, Learning and Development and Change and Transformation projects
2. Lead and deliver business change projects, effectively managing project plans, budgets, risk and governance
3. Management of human, financial and other resources to support project and outcome delivery
4. Build positive relationships with internal and external customers at all levels to ensure projects are aligned with agreed business objectives and that customer confidence and satisfaction is maintained for both internal and external projects.
5. Lead and/or support a rolling programme of internal continuous improvement projects within processes, practices and technology, which support the efficient and effective services to customers.
6. Develop and deliver individual account management plans, supported by regular review meetings, effective communications and detailed reporting
7. Support customers on an on-going basis in relation to key developments in the sector such as legislation, sustainable procurement and supporting local policy and economic objectives
8. Utilise business intelligence and management information to provide an evidence base to demonstrate benefits and opportunities associated with Scotland Excel membership
9. Lead and co-ordinate the representation of Scotland Excel at key meetings, strategic forums and events across the regional and national sector

10. Utilise business analysis techniques to identify and develop business cases for change and transformation projects
11. Contribute to the development and review of project standards and the overall approach of Scotland Excel to Transformation Programme planning and delivery
12. Develop appropriate tools and methods to ensure that project outputs, lessons and knowledge are captured and shared across the relevant communities.
13. Coordinate and deliver the Scottish Public Sector's national Procurement and Commercial Improvement Programme (PCIP).
14. Work with key stakeholders including the Scottish Government and other centres of expertise to develop innovations in practice across the public sector.
15. Manage internal relationships with colleagues, Senior Managers and the Scotland Excel Executive team to support effective account management and delivery of projects and outcomes.
16. Ensure that own work activities comply with Scotland Excel's commitment to health and safety regulations

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.

