

SCOTLAND EXCEL

JOB OUTLINE

FUNCTION:	Strategic Procurement	SECTION/TEAM:	Social Care
POST TITLE:	Procurement Coordinator – Social Care	POST ID:	
GRADE:	Grade 08	LOCATION:	Renfrewshire House
REPORTING TO:	Category Manager		

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 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 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 practice.

Principal Role:

The post holder will work within Scotland Excel's social care procurement team to provide procurement and contract management support for a range of Adult Social Care Services. They will work under the guidance of the Category Manager to:

- Provide national monitoring of selected care & support providers
- Create and share national contract and supplier performance intelligence
- Provide financial intelligence on selected care & support providers to support fee negotiations
- Report on national and local statistics for Adult Care Services
- Support the development of procurement strategies based on the needs of HSCP commissioners

Key tasks for which the postholder will be responsible:

- Support and coordinate all stages of Scotland Excel's approved procurement process in order to deliver high value / high risk contracts; advise and guide others as required
- Through effective use of business and market intelligence, carry out analysis and distribution of costs, quality, usage and other key data to support local authority local strategic commissioning objectives
- Assist in developing, preparation and distribution of a range of reports required to monitor the performance and effectiveness of care & support providers and the sector more generally
- Prepare key stakeholder assessments for input to managing/developing contract solutions which ensure effective service delivery
- Undertake research to identify new service delivery options, conducting market, provider and financial appraisals as appropriate
- Support User Intelligence Groups to develop and implement innovative procurement strategies, ensuring that key objectives and critical success factors are achieved
- Involved in assessing financial documentation submitted to assist in identifying potential concerns of provider sustainability and flagging up possible risks of service disruption
- Support the delivery of contract recommendations through the development of consistent and robust assessments, and in accordance with agreed procurement principles
- Support sustainable procurement policy and practice in the delivery of contracts to local authorities
- Engage with stakeholders (including the people who use services), ensuring that the business is represented in an effective and professional manner.
- Assist the successful implementation and management of 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
- Monitor developments in commissioning best practice
- Ensure that own work activities comply with Scotland Excel's commitment to health and safety regulations and Scotland Excel's HR policy, procedures and practices
- Coordination, instruction, advising and guidance of team members
- Deputise for the Senior Procurement Specialist as/when required

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.

Last updated February 2018