

# Job Profile

Position Details	
Post	LEP Category Strategy Manager
Service Area	London Energy Project, Strategic Procurement
Reports to	Head of London Energy Project
Grade	PO8 (50238826)
Job Family	To be completed by HR

The London Energy Project (LEP) is hosted by Haringey Council and delivers a shared intelligent client service for 70+ public sector authorities (local authorities, GLA group, NHS Trusts). The Team is responsible for coordinating, developing and leading a number of initiatives and activities to deliver its members' collective energy and water category and supplier management strategies.

Role Purpose
<p>Principal focus on strategic development of the supply market over a 3-5 year horizon to meet LEP member authorities' current and future business requirement, leading major, high value and complex collaborative energy, water and consultancy contract/framework OJEU procurements through their lifecycle.</p> <p>Develop and implement commercial and innovation aspects of LEP's category strategy, working with key suppliers and contract holders at senior management levels to ensure products and services are fit for purpose, reduce risk, deliver value for money and improved commercial, social and environmental benefits from members expenditure valued at close to £1bn per year, across 50,000 supplies.</p>

Main Responsibilities
<ol style="list-style-type: none"> <li>1. To conduct necessary supply/policy/industry analysis and engagement to ensure appropriate products and services for authority/trust users (customers) are available and develop/make market(s), innovation initiatives, and other routes to market to secure better quality, value for money, improved environmental performance, social value and supply chain improvement</li> <li>2. To develop and implement LEP's medium and long-term holistic and collaborative category, sourcing and procurement strategy across energy, water and carbon, establishing the most appropriate method of servicing diverse business requirements across customers in health, local government and other public sector bodies, sourcing the best overall route to market for supplies and services, including procurement/partnership strategies</li> <li>3. To develop, implement and monitor the tangible benefits of strategic sourcing and supplier relationship management plans to ensure continuous improvement and efficiencies for customers</li> <li>4. To understand social, environmental and industrial policy and new and emerging technologies to identify realistic opportunities to build sustainability options to reduce water, energy, carbon, both commercially and in line with Social Value Act, into all aspects of the category strategy and subsequent</li> </ol>

## Main Responsibilities

LEP contracts, including capital, revenue, green options, and to ensure easy access to opportunities for customers to maximise social and environmental impacts from their utilities contracts

5. To engage with senior level management within supply and customer businesses to recommend, lead negotiations and support implementation of transformation / business change required to ensure LEP members achieve greater operational efficiency, value for money and wider social value from their utilities services category development strategies and LEP contracts
6. To lead and/or manage major, high value and complex collaborative energy, water and consultancy contract/framework OJEU procurements, through their lifecycle (pre to post tender through to contract operation). Preparing and authoring value for money options appraisals, identifying collective customer business requirements, leading supply market development, writing contract, business requirements and technical service specification and evaluation criteria, ensuring proportionate risk management and regulatory compliance, writing decision/award/committee reports etc.
7. To lead the strategic and commercial aspects of supplier / contract management with key suppliers at senior management levels, including:
  - developing and implementing strategic performance and innovation plans for contract/framework oversight to agreed and defined standards and benefits realisation;
  - resolving areas of remedial improvement and ensuring future procurement / contracts, service specifications, innovation and award criteria are developed to provide clear and robust commercial arrangements to meet authority business requirements;
  - developing effective and beneficial supplier relationships, ensuring that the commercial risk opportunity for suppliers and customers are mutually understood [Note: commercial has a particular focus on maximising value for money, working with suppliers in partnership to develop services that meet authorities' business requirements and are efficient and effective for both parties at the best price];
  - conducting strategic supplier and contract management meetings to ensure all quality, compliance, innovation, remodelling or contract variations deliver value for money, social value and minimise risk;
  - leading negotiation with suppliers on all major issues with the commercial and strategic performance elements of contracts, including escalation of unresolved problems / issues, and taking responsibility for delivery of associated actions;
  - working with commissioners in authorities and procurement/other service providers to oversee commercial negotiations on behalf of LEP authorities to ensure procurement related benefits are secured and commercial positions are protected.
8. To be fully aware of customers' current and future strategic and operational business requirements, individually and collectively, organisational needs and business/change context and the impact this may have on future contract design and the supply market
9. To ensure suppliers embed service development in areas that deliver overall cost benefits to customers, for example efficient back-office, transaction and account management platforms through to ensuring wider social benefits, such as London living Wage or 100% green energy at no additional cost is delivered throughout the supply chain

## Main Responsibilities

10. To identify and implement new projects that successfully deliver cost and resource efficiencies, such as collaboration, shared service opportunities and process innovation associated with energy and water procurement and management and to be clear on those aspects that may affect price and risk
11. To manage and report against the LEP Business Plan/Work Programme and Key Performance Indicators (KPIs), ensuring their successful delivery and tracking their impact to agreed metrics

## General Responsibilities

1. To act professionally, working closely with team members, building meaningful engagement with external authority staff and suppliers, to ensure that the LEP is seen as a centre of expertise and key leadership function and to maintain and improve customer satisfaction with the LEP service, proactively implementing improvements based on feedback and assessment techniques
2. Actively seek opportunities for improvement that will have a measurable effect on LEP services' effectiveness and the achievement of project milestones, deliverables and benefits across its participating authorities and its supply chain, based on the relative benefits/needs of customers' common business priorities and objectives and their critical feedback, including opportunities to harmonise management and procurement activities across public sector local and health authority estates
3. Plan, coordinate and manage multiple contentious and/or complex projects over their life cycle reflecting all key deliverables, costs, risks and dependencies in line with the overall goals, objectives, costs and timelines for each project, ensuring the needs of stakeholders are understood and built into projects and that all stakeholders understand and are involved in achieving agreed objectives and progress is subsequently communicated effectively
4. To manage LEP business activities as necessary, including financial activities, budget planning, contract management, accurate and timely maintenance of LEP databases, website content, contribution to LEP communications and business plan
5. To present complex issues to a variety of audiences in written and verbal formats in a variety of media, including accurate and fit for purpose board and highlight reports and presentations; and to design and deliver workshops and training content for large and small groups of internal and external stakeholders
6. To prepare responses to consultation, surveys and general queries using information and knowledge identified, collated or developed for the purpose; to submit evidence to satisfy external audits and to manage audit recommendations in a timely manner
7. To produce and maintain concise procedure notes and reports, instructions and guidance including appropriate recommendations aligned to best practice for the Senior Management Teams, Council Committees and wider audiences, including government organisations in compliance with EU Procurement Directives and other regulations
8. To provide contractual, procurement, and industry/market advice and guidance to technical and non-technical clients regarding the most appropriate procurement solutions and forms of contracts and utilities management solutions

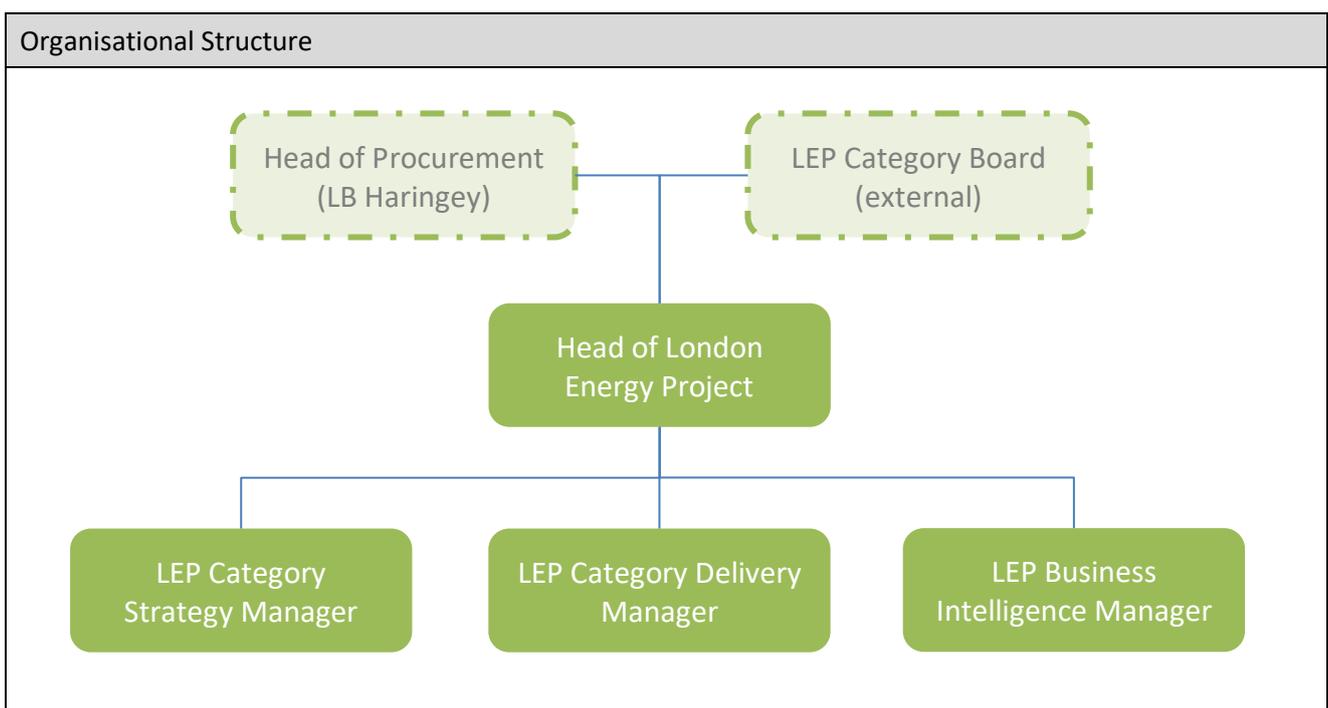
General Responsibilities
9. To manage and provide timely responses to queries received from internal/external stakeholders including Freedom of Information Act requests; logging and tracking them to ensure they are dealt with within set timescale and with due regard to the appropriateness of the response; obtaining senior manager approval when appropriate
10. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements
11. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies
12. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role

Knowledge, Qualifications, Skills and Experience	Essential or Desirable
Experience in managing energy / water category transformation programmes, including supporting or managing back office transformation programmes	Essential
Comprehensive understanding of the energy and water industry and energy commodities ideally having managed large procurements, trading, brokerage or bureau services in a complex multi site organisation	Essential
Experience in running multi-customer, complex, high value, capital and supply OJEU procurements and development of business requirements though to technical / service / operations contract specification and award criteria within energy/water public procurement environment	Essential
Experience in programme management involving multiple stakeholders of different seniority and across complex organisations and implementing strategic plans across a range of service areas	Essential
Experience of providing expert advice and guidance to a variety of audiences regarding procurement issues and in particular in relation to value for money and energy and water issues	Essential
A high level of relevant knowledge of public sector authority and health trust procurement activities maintained through continued professional development, relevant research into local and national best practice and wider political and subject awareness	Essential
Relationship management: adept in developing and maintaining effective interpersonal relationships, achieve positive social communication and interactions with Senior Officers, colleagues at all levels in other authorities, government agencies and suppliers; ability to engage people, motivate and influence behaviour towards achieving business objectives	Essential
Communication: Must have an excellent ability to research, collate and translate complex information from multiple sources and to express this in high quality, fit for purpose reports and guidance notes and to confidently present this in simple terms to groups of people, including senior managers	Essential

Knowledge, Qualifications, Skills and Experience	Essential or Desirable
Project management: ability to define, manage and implement major project work to PRINCE 2 or equivalent standard and facilitate regional/multi organisation project team	Essential
Strategic planning: practical experience of managing an extensive work programme involving multiple stakeholders and across complex organisations, allocating tasks, directing resources and prioritising to achieve outcomes within fluid pressures. Every element in the programme will need monitoring both separately and across overall aspect	Essential
Problem solving: ability to analyse problems in a logical and systematic way and identify solutions based on an understanding of the underlying issues	Essential
Negotiation: ability to anticipate resistance to change and to negotiate the desired outcome, whilst maintaining good working relationships.	Essential
Change Management: ability to confidently advocate for and lead change, and demonstrate the ability to:  1. Communicate the changes effectively at all levels 2. Persuade and "sell" the changes to other authorities and commercial services colleagues to achieve willing participation 3. Convince suppliers to make beneficial changes at no additional cost	Essential
People management: Able to manage staff, carrying out training, supervision and allocating duties and work programmes.	Essential
A persuasive, articulate communicator with a passion for delivery, who is able to confidently communicate business concepts and related matters to a broad range of stakeholders, e.g. technical and non-technical staff, suppliers	Essential
Self Management: self time management, well organised, able to work unsupervised, focused on delivering timely project outcomes, inclusive and flexible team player.	Essential
Specialist knowledge of subject matter relating to sustainability, energy and water management and administration, including an understanding of existing and developing policy issues such as renewable generation and carbon reduction targets	Essential
Specialist knowledge and understanding of related best practice in procurement and contract management, lean thinking, specifically reduction of waste and inefficiency in the procurement process and contract and supplier performance management outputs.	Essential
A readiness to challenge the status quo and proactively identify problems, solutions, new ways of doing things and good practice, including a willingness to understand issues beyond the boundaries of the project	Essential
Ability to analyse problems in a logical and systematic way and identify underlying issues based on available data and trend/root-cause analysis and provide customer focused solutions	Essential
Experience of leading organisational change initiatives and proven capability in successful delivery of change; possibly through the application of "systems" thinking	Desirable

Knowledge, Qualifications, Skills and Experience	Essential or Desirable
Good knowledge of local government and health procurement, sustainability and back-office issues and practices.	Desirable
Knowledge and understanding of relevant energy legislation and policies, such as the Climate Change Act, carbon Reduction Commitment and Energy Performance of Buildings Directive	Desirable
Ability to use Microsoft Office products (specifically Word, Excel and PowerPoint applications) to an advanced level	Essential
Qualified to, or working towards a relevant professional standard, such as CIPS/ Business Administration membership or equivalent.	Essential
Educated to degree level (or equivalent) in either energy, sustainability (inc environmental) quality management (or a related discipline).	Desirable

Main Contacts & Other Information
<p><u>Main Contacts:</u></p> <ol style="list-style-type: none"> <li>1. Head of London Energy Project</li> <li>2. Staff and Managers at other Councils, Health Trusts, Public Bodies and Government Departments</li> <li>3. Staff and Senior Managers in Major Framework Suppliers and Service Providers</li> <li>4. LEP Board Members</li> <li>5. Head of Procurement</li> <li>6. Business Unit Managers and Heads of Service</li> </ol> <p><u>Other Information:</u></p> <p>This position requires the postholder to undergo a DBS (Disclosure and Barring Service) check. (Delete if not applicable)</p>



Additional Information

Please complete the additional information as fully as you can.

Supervision / Management of People				
None	Up to 5 staff	6 to 15 staff	16 to 49 staff	50 plus staff
x				
Are the staff based at the same work location?				Yes
Will the post holder be responsible for contract / agency / project staff?				Yes

In the normal course of their duties would it be reasonable to expect the job holder to undertake, or be involved in, any of the following on a regular basis.

If Yes, please provide an estimate of the % of their working day this involves.

Work Environment					
Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Office duties	Yes		Use of a computer	Yes	
Audio typing			Crisis or conflict situations		
Walking more than a mile			Manual handling		
Working alone or in isolation			Working in confined spaces		
Driving a car, van or minibus			Preparing or serving food		
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B			Working in awkward positions, e.g. stooping, bending, reaching		
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances			Operating heavy or hazardous machinery including forklifts, diggers or cranes		
Regular and repetitive movements			Working shifts / unsocial hours, nights		
Outdoor work involving uneven surfaces			Standing or sitting for prolonged periods	Yes	
Outdoor work involving extremes of temperature			Working at heights / on ladders, roof work		
Teaching, or responsibility for children			Control and restraint		
Electrical hazards					

Resources – identify & list personal and identifiable accountability for physical and financial resources including those of clients:

Cash/Financial Resources - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability:

Plant/Equipment - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability:

Stocks/Materials - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability:

Data Systems - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council's operations:

Buildings - Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability: