

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Social Value Monitoring Officer	Grade: SSA SO2
Section: Financial Services - Procurement	Directorate: Finance
Responsible to following manager: Policy & Governance Manager	Responsible for following staff: N/A
Post Number/s:	Last review date: October 2024

Working for the Richmond & Wandsworth Better Service Partnership

This role is employed under the Richmond & Wandsworth Better Service Partnership. The overall purpose of Richmond & Wandsworth is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

Richmond & Wandsworth Better Service Partnership aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

Job Purpose:

To provide support and assistance to the Policy and Governance Manager, Head of Procurement, Category Managers, associated Commissioners and Suppliers (including SME's and the Voluntary and Community Sector), to understand, implement and monitor Social Value initiatives.



To directly support senior stakeholders including Members, commissioners and potential bidders to identify suitable Social Value themes, outcomes and measures appropriate to the range of services being procured, and any associated training requirements to achieve those.

Specific Duties and Responsibilities:

- To support the Policy & Governance Manager and lead on monitoring / managing social value commitments made by successful bidders. Including establishing and building relationships with key contacts within each contract.
- Establishing relationships with existing suppliers and helping to tailor historical Social Value offerings to match the current approach.
- To support the Policy & Governance Manager on implementing and maintaining the newly implemented Contract Management Hub, and to provide periodic reports to Procurement Board, Directors Board and Members as necessary.
- To develop and implement a plan to ensure that all procurement record, measure, report on, and provide individual case studies relating to Social Value commitments and Social Value delivered to be reported both internally, and externally.
- To develop and regularly maintain dedicated web page linked to the primary Procurement web pages to include the creation of individual case studies and ensure both our internal and external web pages for both Councils are regularly maintained to reflect the overall Social Value delivered to date.
- To deputise for the Policy & Governance Manager at internal and external meetings and events associated with Social Value.
- To develop guidance, training and provision of day to day training and support to commissioners, procurement and external organisations as it relates to Social Value.
- To ensure timely and accurate periodic information, reports and statistical returns as may be required by Officers, Members and external bodies such as the Cabinet Office.
- To conduct data analysis and reporting on procurements, including the development of dashboards, utilising the e-procurement system (ATAMIS).
- To provide support to the Policy & Governance Manager in other focus areas of the Policy & Governance Team, including support for the Voluntary &



Community Sector, sustainability/responsible procurement, and support for Small and Medium Enterprises.

- To develop and implement quality improvement initiatives within the post holders area of responsibility and procurement more generally.

Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnerships.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by Richmond and Wandsworth procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils’ duties and responsibilities for safeguarding children, young people and adults as they apply to the roles within the Councils.
- The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

Team structure

Head of Procurement				
		People Category Manager		

Environment Category Manager	Corporate Category Manager		Policy & Governance Manager	Transactional Procurement Team Leader
Assistant Category Manager	Assistant Category Manager	4 x Category Specialists	Social Value Monitoring Officer	4 x Transactional Procurement Officers
3 x Category Specialists	2 x Category Specialists			

Person Specification

Job Title:	Grade:
Social Value Monitoring Officer	SO2
Section:	Directorate:
Financial Services - Procurement	Finance
Responsible to:	Responsible for:
Policy and Governance Manager	N/A
Post Number/s:	Last Review Date:
	October 2024

Our Values

- THINK BIGGER
- EMBRACE DIFFERENCE
- CONNECT BETTER
- LEAD BY EXAMPLE
- PUT PEOPLE FIRST

Our Values are embedded across Richmond & Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please

[familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
Knowledge of best practice as it relates to Social Value and associated Themes, Outcomes and Measures.	X		A/I/T
Experience	Essential	Desirable	Assessed
Experience in business support services	X		A/I
Experience of developing relationships and influencing both internal and external stakeholders	X		A/I
Experience of developing guidance and implementing effective training programs	X		A/I
Ability to demonstrate professional knowledge and judgement in making decisions	X		A/I
Skills	Essential	Desirable	Assessed
Good oral, written and numerical skills to provide clear and concise messages and reports	X		A/I
Knowledge of and ability to use standard IT packages (Microsoft Office and Outlook)	X		A/I
Ability to organise and prioritise own workload, within defined requirements for the role	X		A/I
Excellent stakeholder engagement skills, and ability to engage with a broad range of internal and external stakeholders	X		A/I
Qualifications	Essential	Desirable	Assessed
Whilst not essential, a Chartered Institute of Procurement and Supply Qualification, or similar would be desirable.		X	A/C

A – Application form - I – Interview - T – Test - C - Certificate