**Job Profile comprising Job Description and Person Specification**

**Job Description**

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| **Job Title:** Supply Wandsworth Manager (Fixed Term 3 years) | **Grade**: PO4 |
| **Section:** Economic Development | **Directorate:** Chief Executive’s Group |
| **Responsible to following manager:**Head of Enterprise and Business Growth | **Responsible for following staff:**Occasional interim/contract staff |
| **Post Number/s: RWCE824** | **Last review date:** April 2022 |

**Working for the Richmond/Wandsworth Shared Staffing Arrangement**

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement 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.

The Shared Staffing Arrangement 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 support Wandsworth based Small and Medium Enterprises (SMEs) to benefit from procurement and supply chain opportunities from major buyers and investors in the borough
* To support buyers and developers to access local suppliers, for example through the development of Local Procurement Plans, and to ensure obligations such as those in Section 106 planning agreements are complied with

**Specific Duties and Responsibilities**

1. To support the achievement of local procurement objectives contained within S106 agreements, for example by advising landowners or their agents/contractors in developing Local Procurement Plans and outlining the key factors they need to consider in local procurement, including social value and sustainability issues.

1. To establish effective working relationships with major contractors and buyers to obtain details of work packages and supply opportunities, including entry requirements for SMEs and micro businesses.
2. To work with EDO teams and external partners (such as the Wandsworth Chamber of Commerce) to engage with local SME base to raise awareness of supply opportunities, identify potential suppliers and respond to queries from SMEs seeking opportunities to supply
3. To support the dissemination of information to local companies, communicating and raising awareness of Supply Wandsworth and local supply opportunities through an appropriate on-line presence, marketing and a programme of events/workshops
4. To support buyers to identify and engage with local suppliers through a range of channels, for example through the development and oversight of an up-to-date supplier directory and through networking opportunities
5. To manage and commission services and initiatives to support the delivery of Supply Wandsworth, including business advice, training, workshops, Meet the Buyer events, etc.
6. Encourage major contractors and key buyers in their supply chain to attend and present at business briefings, opportunity days, Meet the Buyer/Supplier events and capacity building workshops
7. Work closely with other EDO teams and colleagues, especially the Enterprise and Business Growth and Employment and Skills teams, to ensure the Supply Wandsworth service is linked into other business facing services from the Council
8. To identify wider procurement development opportunities with other major buying organisations, including the Council, which Supply Wandsworth could engage with
9. To support and, where agreed, deputise for the Head of Enterprise and Business Growth in representing the councils or the SSA in dealing with customers or external organisations.

**Generic Duties and Responsibilities**

* To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
* 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 the SSA’s policies, 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 role within the council.
* The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

**Additional Information**

* Oversight of annual revenue budget of ca £30,000
* Occasional early morning and evening meetings to suit business needs
* Need to manage contract staff on occasions to support activity

**Current team structure**

**Person Specification**

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**Our Values and Behaviours[[1]](#footnote-2)**

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular –

* taking responsibility and being accountable for achieving the best possible outcomes – a ‘can do’ attitude to work
* continuously seeking better value for money and improved outcomes at lower cost
* focussing on residents and service users, and ensuring they receive the highest standards of service provision
* taking a team approach that values collaboration and partnership working.

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| **Person Specification Requirements** | **Assessed by** **A**  **&**  **I/ T/ C (see below for explanation)** |
| **Knowledge**  |
| Knowledge of procurement processes and/or supply chain management (Essential), including the construction and development sector (desirable) | A/I |
| Knowledge of small business development needs, including meeting purchasing requirements of major buyers (Essential) | A/I |
| Strong awareness of social value, sustainability, diversity and inclusion, particularly with respect to enterprise development and procurement standards. (Essential) | A/I |
| **Experience**  |
| Experience of working in procurement development, supporting purchasing managers and/or supporting businesses to be ‘fit to supply’. (Essential) | A/I/T |
| Experience of working with small businesses and entrepreneurs, and providing advice and support (Essential) | A/I/T |
| Experience of project and programme design, management and delivery (Desirable) | A/I |
| **Skills**  |
| High level of project management skills (Essential) | A/I/T |
| Strong stakeholder management and engagement skills (Essential) | A/I |
| Able to engage with a wide range of individuals and audiences including at senior level. (Essential) |  |
| **Qualifications**  |
| Degree level qualification. (Desirable) | A/I |

**A – Application form**

**I – Interview**

**T – Test**

**C - Certificate**

1. These values and behaviours will be developed further as the SSA becomes established. [↑](#footnote-ref-2)