



Role Profile

Senior Procurement Specialist

Inclusive Economy & Sustainability



SWINDON
BOROUGH COUNCIL

Role Profile:
Senior Procurement Specialist

Role Profile Number:
SBC_12564

Directorate/Group: Inclusive Economy & Sustainability

Reporting to:
Principal Procurement Contracts and Finance Officer

Grade:
CFL 10

Date prepared
December 2025

Our Values

Our [Values](#) shape how we work for the people of Swindon. They guide how we make decisions, how we deliver services and how we work with our communities and partners.

Our Values are:

We SEE – people, not problems – and stay curious to understand their story.

We HEAR – each other and the people we serve

We CARE – about our colleagues, our residents and our community

We ACT – with integrity, accountability and purpose

We LEARN – from data, feedback and experience so we keep improving

These five values describe the standards we hold ourselves to as a Council, and what residents and partners can expect from us.

The Swindon Commitment

The [Swindon Commitment](#) shows how we bring our Values to life every day, in every role, across all that we do. It turns our Values into practical promises between the Council, our colleagues and the people we serve so we can work together to deliver the best possible services and support.

Created with colleagues from across the organisation, the Swindon Commitment sets out a shared understanding of how we work, lead and behave. Rooted in our five core values, it reflects how we listen to, include and respond to residents, communities and each other.



Job Purpose

To lead and manage the commissioning, procurement and monitoring of works, goods, services and other associated contracts within the Operations service area, ensuring compliance with the Find a Tender Service (FTS), UK Public Contract Regulations and Procurement Act, international trade agreements/competition laws and any regulatory updates. The role will ensure alignment with the Council's strategic and corporate priorities, financial regulations and contract standing orders.

To take responsibility for high value, high risk, high profile or complex projects, including the development of procurement strategies, routes to market and lead on the procurement, setting up and awarding of framework agreements, dynamic purchasing systems and/or dynamic markets.

The role will provide procurement leadership and expert technical advice to the Operations service area, driving best value, innovation, and efficiency. This includes managing end-to-end tendering processes, facilitating supplier engagement, delivering procurement and e-tendering training, supporting contract variations and embedding lessons learned to continuously improve procurement practice.

The post holder will proactively identify opportunities to reduce contract spend, monitor financial performance and identify and mitigate risks throughout the procurement and contract lifecycle.

Key Accountabilities

- Working collaboratively with service area project teams and internal/external stakeholders to develop commissioning strategies that deliver best value, outcomes, and efficiencies with full commercial consideration.
- To ensure that all spend on works, goods and services made by the service area deliver best value for Swindon's residents and enhances the service and reputation of the Council whilst ensuring a culture of operational excellence.
- Drive innovation by implementing innovative ways of working and best practice procurement practices, policies and procedures to maximise efficiency, transparency and cost reduction.
- To advise and support teams within Operations on procurement policies, compliance risks and implications of non-compliance, including promoting initiatives such as social value and sustainability aligned with corporate priorities.

- To deputise for the Procurement Contracts & Finance Manager where necessary, including attending meetings and presenting reports.
- Lead and manage the end-to-end procurement process, including tender preparation, evaluation, award, and transition to contract management, ensuring compliance with regulations and Council standing orders.
- Develop effective sourcing strategies and routes to market for consideration by the designated service area commissioner for specific procurements which align with procurement strategies and corporate priorities. Such options may include the use of single contracts, frameworks and/or dynamic purchasing systems where appropriate.
- Provide specialist advice to all internal stakeholders across the service area. This includes both technical commissioning/procurement and contractual advice.
- Prepare and present reports for complex/high-value procurements, ensuring accuracy and compliance with governance requirements.
- Coach and mentor team members, reviewing work quality and supporting skills development in procurement and contract management.
- Facilitate procurement training, including workshops and e-tendering portal training, to enable service areas to self-serve where appropriate.
- Identify and implement opportunities to reduce contract spend, including rationalisation, standardisation and collaborative procurement.
- Maintain and update pipeline of works to allow forecasting and programming of workload across team.
- Ensure contracts include clear commercial terms, measurable outcomes, and KPIs to drive service improvement.
- Organise and lead supplier engagement activities, including market engagement days and soft market testing.
- Monitor and report on financial performance of contracts, identifying risks, overspend, and opportunities for improvement.
- Capture and share lessons learned from procurement exercises and contract reviews to inform future strategies and continuous improvement.
- Stay informed on regulatory changes affecting procurement and contractual operations, ensuring compliance at all times.
- To provide support in association with the Council's legal team in any dispute that should arise between the Council and/or any contractor/supplier/consultant including advice on dispute resolution.
- As a member of the Operations team ensure that the organisation's health and safety, equality, diversity and inclusion policies are fully implemented at all times and in all aspects of service delivery and employment.
- Any other duties commensurate with the general level of responsibility for the post. These will not substantially change the nature of the post.

Supplementary Accountabilities

- To maintain a safe working environment in accordance with the provisions of the Health and Safety at Work Act and the Health & Safety at Work Regulations 1999 (or any amendment thereof) you must take reasonable care so as not to endanger yourself or other persons whilst at work.
- Ability to work to tight deadlines and prioritise conflicting demands whilst demonstrating a strong commitment to quality, customer care and service delivery.
- Be an active and effective member of the Operations service area working co-operatively with colleagues at all levels on all matters of the service area's business and working to add value to, and be a valued member of the team.
- Exercise proper and absolute integrity in respect of all confidential matters and the confidentiality of personal and sensitive information.
- To promote the Council's policies and procedures for good records management; ensure that all information related to the post and functional responsibilities is created, maintained, stored and retrieved in accordance with the Council's procedures and policies and legislative requirements

Knowledge & Experience

Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:

- Significant experience in a senior procurement role managing high-value, complex projects within a large public or private sector organisation.
- Strong knowledge of UK Public Contract Regulations and procurement legislation, with proven ability to ensure compliance across all procurement activities.
- Experience applying strategic procurement techniques to deliver best value and efficiency, ideally within local government.
- Understanding of specialist areas such as construction, housing, highways, or fleet procurement (advantageous).
- Familiarity with NEC and JCT contract suites (advantageous).
- Proven ability to influence and engage stakeholders and motivate teams to achieve outcomes.
- Experience coaching and mentoring colleagues to build procurement capability.
- Experience in contract management, financial monitoring, and driving continuous improvement.
- Highly organised with strong communication skills, commercial acumen, and ability to deliver innovative solutions.
- Proficient in MS Office and e-procurement systems, including electronic tendering portals.
- Strong analytical skills with ability to produce clear, evidence-based reports.
- Ability to work independently, prioritise competing demands, and meet tight deadlines.
- Experience in delivering procurement training, including e-tendering portal training for self-service.
- Proven ability to lead supplier engagement and market engagement activities, including bidder events and soft market testing.
- Experience managing contract variations and amendments in compliance with regulations.

- Track record of capturing lessons learned and embedding continuous improvement in procurement processes.

Qualifications

- Degree-level qualification in Procurement, Supply Chain Management, or a related discipline **or** full membership of the Chartered Institute of Procurement & Supply (MCIPS) or equivalent (NVQ Level 6 UK).
- Candidates working towards a relevant professional qualification will be considered, provided they meet the role criteria and can demonstrate equivalent experience.

Decision Making

- Ability to work under pressure, prioritise competing demands and deliver to tight deadlines.
- Exercise sound commercial judgment and manage procurement risks in line with governance requirements.
- Liaise effectively, authoritatively and diplomatically with stakeholders at all levels, escalating issues appropriately.
- Confidently handle challenging conversations and foster a culture of constructive feedback.
- Accountable for successful delivery of procurement activities and achievement of best value outcomes.
- Demonstrate political and corporate awareness when making decisions.
- Provide coaching and mentoring, knowing when to support and when to empower others.

Creativity and Innovation

- Ability to think creatively and develop practical solutions to meet the needs of the wider operational service area.
- Encourage and recognise ideas and initiatives that improve service quality and deliver better outcomes.
- Apply creativity in using resources and technology to deliver cost-effective procurement solutions and address supply market challenges.
- Drive innovation through the adoption of best practice procurement methods, digital tools, and e-procurement systems to maximise value, efficiency and cost reduction.
- Embed continuous improvement by capturing lessons learned and implementing process enhancements.

<u>Job Scope</u> Number and types of jobs managed There is no direct line management for this role but there is responsibility for the coaching and mentoring other officers within the team to enhance their skills and abilities. Typical tasks supervised/allocated to others N/A	Budget Holder: Responsibility Asset Responsibility:	No None but has responsibility to deliver procurement activities based around the Operations Budget and other associated budgets across the service area Personal IT assets
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Contacts and Relationships

- Build and maintain effective relationships with project leads, internal teams, external suppliers and other stakeholders to support successful procurement outcomes.
- Work collaboratively across cross-functional teams, demonstrating flexibility and strong influencing skills.
- Possess highly developed interpersonal skills with the ability to adapt communication style to different audiences, ensuring interactions are handled confidently, sensitively, and diplomatically.
- Lead supplier engagement and market engagement activities, promoting open and transparent communication.
- Ensure all procurement and commercial decisions uphold the highest standards of ethics and integrity.

Values and Behaviours

We strive to underpin our culture of being 'At our Best' through strong management and authentic leadership. This means getting the management basics right. We own and demonstrate accountability, both individually and collectively, and aim to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, by displaying:

- Accountability at all levels
- Customer care and pride in what we do
- Continuous learning and evaluation
- Valuing one another and the contribution each of us makes

The postholder will be required to observe and fulfill the seven principles of public life (also known as the Nolan Principles):

- Selflessness - Holders of public office should act solely in terms of the public interest.

- Integrity - Holders of public office must avoid placing themselves under any ciliation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.
- Objectivity - Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
- Accountability - Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.
- Openness - Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.
- Honesty - Holders of public office should be truthful.
- Leadership - Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Other key requirements of the role

- An ability to drive is desirable as the role may necessitate travel to other council buildings/sites for meetings etc.
- There may be a requirement to work outside of office hours on occasions

Employee Name:

Enter name here

Employee Signature:

Date:

Enter date here

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Line Manager:

Line Manager Signature:

Date:

Enter date here