# GCVS Full Logo Blue

**JOB DESCRIPTION**

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| **Post Title:** | **Procurement Policy Manager** |
| **Hours:** | **21 hours** |
| **Salary:** | **Starting Salary Point 37 £31,643 annual salary pro rata** |
| **Term:** | **Permanent** |
| **Responsible to:** | **Partnership Manager**  |
| **Location:** | **GCVS Offices with potential for home working**  |

**Main purpose of this post**

The postholder plays a key role in ensuring that the third sector is able to build and maintain relationships with public sector colleagues with a particular focus on commissioning and procurement. They play a key role in driving change in commissioning and procurement that achieves better outcomes for the third sector and communities. They will work with colleagues to collectively contribute to the voice and representation of Glasgow’s third sector.

**Key Duties**

The post holder will seek to develop the city’s approaches to commissioning and procurement, taking into account the needs of third sector organisations and the communities they serve. Key duties will include:

* Support colleagues with thematic responsibilities (e.g. health, employability) on issues to do with commissioning and procurement.
* Work with the wider third sector to develop policy positions and messages, while improving collaboration and peer support.
* Engage with public sector colleagues to develop approaches to commissioning and procurement that achieve the best outcome for communities
* Liaise with and consult with the third sector as appropriate over council and other public sector initiatives related to commissioning & procurement
* Monitor council meetings, committees and initiatives and ensure the third sector is kept informed and consulted
* Work with colleagues in GCVS to ensure that third sector organisations have support to be able to participate in commissioning and procurement processes
* Lead and support the development of third sector collaborative approaches to commissioning and procurement opportunities.
* Attend meetings on behalf of the sector as appropriate – including on behalf of the GCVS Chief Executive

**Specific Duties are likely to include:**

* Contributing to the knowledge and information of the organisation, in particular with regards to the voluntary sector and issues of relevance.
* Recruiting and managing staff to get the best results for the organisation while ensuring GCVS is a great place to work
* Directly representing the organisation or wider voluntary sector on strategic development groups.
* Developing new approaches to developing policy and networks, to meet the needs of the organisation, our people and our customers
* Monitoring activities in order to be able to identify improvement and report on outcomes
* Providing written or verbal updates to the voluntary sector on developments, they should be aware of.
* Providing support to third sector representatives on public partnerships to ensure they are able to be effective.
* Maintaining good working relationships with other departments within GCVS
* Building connections and maintaining relationships with appropriate external stakeholders
* Contribute to the development of organisation-wide plans and programmes
* Ensure that GCVS policies and procedures are embedded and consistently followed within the department.

**Additional Information:**

* It is the nature of work at GCVS that task and responsibilities in many circumstances are unpredictable and varied.
* All employees are therefore expected to work in a flexible way when the occasion arises so those tasks, which are not specifically covered in their job description, are undertaken.
* These additional duties will normally be compatible with the regular type of work required by the post.
* If the additional responsibility or tasks become a regular or frequent part of the employee’s job, it will be included in the job description in consultation with the employee.
* All GCVS employees are expected to practice and promote equitable, accessible and non-discriminatory approach to work at all times.

**Health and Safety**

Everyone in this organisation has a responsibility to ensure his or her own safety and that of others. Employees must report immediately to their Line Manager any breaches of Health & Safety procedures, any accidents or safety related incidents and any unsafe acts.

**Employment conditions**

The following terms and conditions are typically offered to GCVS staff on fixed term and permanent contracts, and are set out here for your information only. Terms and conditions may vary according to circumstances and this summary does not form part of any subsequent employment contract.

* Annual leave entitlement: 25 days per annum and 28 days after 10 years’ service. 13.5 fixed public holidays.
* Paid sickness absence entitlement during first year of service is 4 weeks at full pay and 4 weeks at half pay, based on contractual hours and calculated on a rolling basis. This entitlement increases with service.
* Based primarily at GCVS, 44 Ashley Street, Glasgow, G3 6DS with routine home working available
* References will be sought from previous employers prior to appointment.

**Probationary period:** 3 months with a review at 3 months. During the first 3 months the contract may be terminated with 1 weeks’ notice, thereafter it will be 4 weeks.

**Pension:** Contributory pension through Pension Trust.

GCVS contributes 6% salary on condition the member of staff contributes at least 4%. This can be joined on completion of three months employment. **Life Assurance when joining the pension**: 3 times your salary payable on death in service.

**Flexi time**; GCVS operates a flexi-time system. Any additional hours or evening work required will be recompensed via flexi-time. GCVS is committed to Work-Life Balance.

**PERSON SPECIFICATION**

**POST TITLE: Procurement Policy Manager**

Candidates will require to demonstrate that they have the skills, knowledge and behaviours associated with SCQF Level 10. Candidate need not have a degree level qualification, but will be expected to demonstrate they have gained the SCQF Level 10 characteristics through experience (e.g. in work or volunteering).

Further information about SCQF Level 10 can be ascertained from page 26 of the SCQF Level Descriptors: <https://scqf.org.uk/media/1123/scqf-level-descriptors-web-aug-2015.pdf>

**Essential skills for this post**

* (Procurement) Good understanding of procurement from either a commissioner or a supplier perspective, with strong awareness of alternatives to traditional procurement
* Ability to plan and organise activities & services, exercise authority, and be accountable for the formulation and adjustment of plans
* Demonstratable experience of high level collaborative problem solving and decision making with partners
* Excellent communication skills with the ability to communicate difficult messages, build strategic relationships and enhance the organisation’s reputation
* Demonstrable ability to identify and use complex information in order to predict implications for the organisation and its stakeholders
* Experience of service design and stakeholder inclusion.
* Understanding of the voluntary sector and its development.
* Be able to demonstrate commitment to equitable, accessible and non-discriminatory approach to work at all times.

**Desirable**

* Experience of managing people
* Experience of managing budgets and generating income

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