



## Job Description

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.

Post Details	
Job Title	Procurement and Contracts Senior Specialist
Job Reference	713387
Service	Resources and Assets, Finance
Team	Procurement and Contracts
Location	Shute End
Reports to	Procurement and Contracts Manager
Responsible for	N/A
Grade	10
Contract Type	Permanent
Hours	Full Time

Main Accountabilities	
1.	Provide technical assurance and develop internal standards, policies and procedures within the specialist/category area.
2.	Working collaboratively across the organisation and to the leadership of the Procurement and Contracts Manager to undertake the provision of guidance, advice, training and where required hands-on support to services within the Council
3.	Ensure that all procurement projects are in line with current legislation and best practice relevant to professional area, and develop proposals for organisational improvement as appropriate.
4.	Applying specialist knowledge to support and lead projects, inputting into the procurement and contract management service
5.	Contribute to the development of corporate policy, strategy and plans including responding to legislative and guidance changes on procurement and contract management
6.	Working within statutory Council and Government guidelines and ensuring full statutory compliance in the delivery of the service.
7.	Ensure delivery and management of those corporate contracts under direct control of the Procurement Team.





8.	Deputise for the Procurement and Contracts Manager as required.
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Person Specification Desirable	Essential	Desirable
Education/Qualifications	Relevant qualification, or equivalent experience in specialist area	Membership of relevant professional body
	Evidence of continuous personal and professional development	
Experience	Good IT skills, including office software such as Microsoft Word, Outlook, PowerPoint and Excel.	An understanding of political organisations.
	Well developed written and verbal communication skills with an ability to articulate strategic thinking	
	Presentation skills, able to engage an audience	
	Effective strategy and report writing skills, able to make recommendations for decision making	
	Ability to actively listen in order to extract and assess the important information, ask pertinent questions in order to seek clarification.	
	Ability to interrogate and analyse data and information.	
	Good IT skills, including office software such as Microsoft Word, Outlook, PowerPoint and Excel.	





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<b>Skills/Knowledge</b>	Experience in undertaking commissioning activities overseeing all elements of the commissioning cycle	Experience of supporting the development and delivery of policies and strategies
	Knowledge and experience of the Category areas, and working in a political environment, with understanding of the issues for local authorities and service users	Experience of working in a matrix management environment, where cross- team and cross- organisation working are essential
	Experience of delivering projects to achieve strategic goals and service improvements with evidence of success in achieving targets and managing performance	
	Experience of writing effective briefings and/or strategic documents.	
	Experience of successfully resolving complex cases that require an element of judgement	
	Well developed working knowledge of the political landscape, legislative frameworks, and regional and national drivers surrounding the area of specialism	
	Experience of identifying, developing and delivery of opportunities for improving the service	
	Experience of negotiating and influencing with external stakeholders in order to deliver strategic outcomes	
<b>Behaviours/Attributes</b>	N	

Purpose Details	
<b>Service Purpose</b>	To provide specialist procurement and contract management advice, guidance and support to procuring and contracting services of the Council.





<b>Role Purpose</b>	<ul style="list-style-type: none"><li>• To provide specialist advice in support of procurement and contract management.</li><li>• Provide functional and/or operational leadership for specialists ensuring the provision of professional services that meet customer needs.</li><li>• Acting as member of corporate project teams - providing specialist advice and input</li><li>• Contributing to strategy, performance and quality control, and service and financial planning for specialist area(s)</li><li>• Working collaboratively with colleagues across the organisation, Members and managing key relationships e.g. with members, partners, other stakeholders</li><li>• Assisting the development of the Procurement and Contracts Centre of Excellence promoting best practice across the organisation.</li></ul>
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Supervision and Relationships	
<b>Supervision Received</b>	Reports into Procurement and Contracts Manager. Receives general guidance and support, as required.
<b>Supervision Given</b>	N/A
<b>Contacts</b>	Liaison and communication with all departments across the organisation, Senior Management, contractors, schools and other relevant external stakeholders.

Resources/Budget Management
Not applicable

Special Requirements
Not applicable

Occupational Health Risk Assessment	Details
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Skin/Respiratory Sensitisers	N
Working at Height	N
Exposure to Noise (>80-85dB)	N
Confined Spaces	N
Frequent Display Screen Equipment Use	Y
Driving for Work	N
Hand Arm Vibration	N
Lone Working	N
Healthcare/Social Contact with Patients	N
Blood Borne Viruses Exposure	N
Food Handling	N
Working with Animals	N
Specialised Medical Screening	N
Night Working	N
Safety Critical Work	N

Nature of the Role	Details
Healthcare or Hospital Work	N
Working with Children (under 18)	N
Working with Elderly/Disabled Adults	N
Work Environment Details	Home and Office based

Role Involvement	Details
Working with Children	N
Working with Vulnerable Adults	N
Both of the Above	N
Providing Care/Supervision for Children	N
Providing Care/Supervision for Vulnerable Adults	N
Both of the Above	N





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None of the Above

N

### Disclosure and Barring Service (DBS)

### Details

DBS Requirement

N/A

Eligibility Tool

Find out which DBS check is right for your employee - GOV.UK  
([Find out which DBS check is right for your employee - GOV.UK](#))

### Re-checks

N/A

### Evaluation Declaration

Date of Evaluation:

16/07/2025

Evaluated by:

Clare Priest, Head of Procurement and Contracts

