

JOB REMIT

Role	Commissioning and Procurement Manager	Team	VRU
Reports To	Assistant Director, VRU	Directorate	VRU
Responsible For	Commissioning and Procurement	Budget	
Post Reference		Grade	4

Purpose of the Role

The Violence Reduction Unit (VRU) is now established and is in its third year of delivering against its workplan. We require someone who has experience and expertise in commissioning and procurement to support the VRU to deliver at pace and drive forward the 20/21 and 21/22 workplan in terms of working through commissioning routes via compliant process and advising on contractual arrangements.. The individual needs to be able to work independently and take the reins for the team, being the lead commercial and procurement advisory and support service for the unit.

Main Duties and Key Accountabilities of the jobholder

- To be the procurement subject matter expert for the VRU and provide technical procurement advice as appropriate.
- To have responsibility for ensuring that grant and contract tender processes follow best process and are standardised across the VRU; in line with MOPAC regulations.
- Use technical expertise and up to date knowledge of the external market to suggest improvements, inform senior level decision-making and play a proactive role in ensuring the achievement of the VRUs strategic priorities.
- Supporting the senior leadership and programme leads to ensure the necessary governance documentation for each programme and getting the appropriate approvals (within MOPAC).
- Drafting terms and conditions of grants and contracts and negotiating with providers to finalise these.
- Provide appropriate frameworks, guidance and standard documents to ensure that those staff members involved with commissioning and procurement or grant award are aware of their obligations under Public Contract Regulations, Contract Regulations and any other applicable rules or laws..
- Be able to operate independently and take a lead role to support, advise and recommend the team.
- To advise on all aspects of the commissioning cycle to ensure effectiveness and value for money is achieved.
- Work across teams and directorates to ensure commissioned services meet organisational needs, relevant due diligence checks have been undertaken and reporting and quality

measures are in place.

- Lead the review and development of business systems, processes and policies in order to ensure they are in line with strategic business objectives and contributing to continuous improvement in service delivery.
- Advise on quality contract management, focused on continuous improvement for the unit and team and the development of services which are providing improved outcomes for the service clients.

Working Relationships and Contacts

The post holder will be required to develop and maintain effective working relationships with prospective providers of commissioned services the GLA family, partner agencies and their representative bodies and statutory and third sector partners. There will also need to be excellent working relationships with MOPAC, TFL and GLA.

Role Requirements

Required Competencies

- **Substantial technical knowledge and experience of procurement including grant and commercial contracts in accordance with relevant, application regulations.**
- Experience of commissioning services in a public sector setting and a thorough understanding of the whole commissioning and procurement process.
- **Demonstrable practice of providing support and advice for the delivering of procurement for grants and commercial contracts at all values including above EU thresholds and complex procurements such as Lots and procurements across agencies.**
- A proven track record of successful commissioning and procurement advice throughout the commissioning cycle.
- Exceptional ability to communicate, build relationships, influence and negotiate with prospective providers stakeholders and partners.
- Committed to quality outcomes and value for money for commissioned and operational services.
- Experience of identifying, developing and delivering opportunities for improving the service.
- Excellent working knowledge of legislative frameworks and regulations, and regional and national drivers surrounding the area of specialism.
- Ability to work in a pressured environment and deliver VRU priorities at pace.
- Ability to work across teams and directorates to deliver VRU priorities.
- Robust knowledge and experience of working in a political environment, with understanding of the issues for VRU stakeholders and in need Londoners.

This role will require the need to work outside office hours occasionally.

MOPAC Organisational Values

The work MOPAC performs makes a significant contribution to the safety and security of Londoners and the organisation seeks to maintain and build trust and confidence with all its partners and the public it serves in discharging this important responsibility. To achieve this all MOPAC employees are expected to uphold the standards expected of those working in public service and demonstrate the following values in all they do;

Leadership; Supporting and challenging ourselves and others to make Londoners safer

Contribution; Giving our best in our roles and helping colleagues to achieve and develop in theirs

Innovation; Willing to try new ideas to make things better, using research and evidence to prove what works and to learn from what doesn't

Cooperation; Bringing people and organisations together to better serve Londoners

Honesty; Doing the right thing - behaving ethically, with integrity, impartiality and transparency

Respect; Treating others as we would like to be treated ourselves

General Responsibilities

- To adhere to VRU and MOPAC's Equality & Diversity and Equal Opportunities policies in all activities.
- To be responsible for your own health and safety and that of your colleagues and all others in the workplace, in accordance with MOPAC Health and Safety policies.
- To work in accordance with data protection policies and adhere to Freedom of Information policies where appropriate.
- To undertake such other duties as may be reasonably expected.

MOPAC COMPETENCY FRAMEWORK

Senior Specialist Competencies applicable to this post;

1 Delivering Outcomes

Delivers quality outcomes to meet objectives

Works in partnership to support the delivery of relevant objectives. Ensures a high quality service, balancing the needs of customers and stakeholders. Manages a range of tasks, delivering to time and quality, and monitoring the performance of others where relevant. Adapts and responds to shifting priorities. Deals with challenges and generates solutions. Reviews working practices and acts to improve service delivery.

Manages work through informed and reliable judgement

Implements plans and considers contingencies. Gathers and evaluates information to inform decision-making, and minimise risk where practicable. Provides guidance and support, seeking it

where appropriate. Takes responsibility to promote improvement by identifying, sharing and applying lessons learnt.

2 Organisational Influence

Provides strong leadership

Provides visible, approachable leadership and leads by example. Values and motivates colleagues, dealing with their concerns in a consultative way. Actively demonstrates the promotion of equality and valuing of diversity and helps others to do so. Develops from own experience and supports the development of others where relevant. Takes account of how own behaviour affects others.

Ensures professional standards are upheld and that senior decisions are acted upon. Manages performance and staff issues appropriately and fairly where relevant. Shows initiative, personal resilience and motivation to deliver a quality service, demonstrating ownership over area of responsibility. Upholds legislation, regulations and policy, acting with integrity, and challenging those who do not.

Develops effective communications and working relationships

Builds effective relationships with customers, colleagues and stakeholders. Communicates effectively and inclusively with customers, senior managers and team members. Ensures clear, two-way communication through listening and responding appropriately, learning and sharing information. Works collaboratively across and outside of MOPAC where practicable, upholding organisational reputation.

3 Productivity

Manages the right resources to enable effective working

Plans and prioritises work, aligning resources to achieve local objectives. Distributes work fairly according to capacity, knowledge and skills where relevant. Uses MOPAC resources ethically and appropriately, ensuring others do the same.

Ensures efficient working

Ensures and encourages efficient working. Makes sound workload and deployment judgements to maximise efficiency appropriately. Reviews working practices and strives to improve efficiency.