

Members' Library Service Request Form

Date of Document	10/08/21
Originator	Sarah Fortune
Originator's Ref (if any)	Executive Director - Council Resources
Document Title	Creation of a Project Manager - Purchase to Pay

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Additional information:

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Date	10/08/21

For Office Use Only:	
Library Reference	88/21
Date Received	10/08/21
Bulletin	Aug21

Service Review Report

Report To: Members' Library Service

By: Head of Finance

Date: August 2021

Subject: Creation of a Project Manager - Purchase To Pay

1 PURPOSE

- 1.1 To seek approval under delegated powers for the establishment changes detailed in the body of the report as a consequence of changing service needs within Finance Service.

2 RECOMMENDATIONS

- 2.1 To agree the changes to the staffing structure as outlined in the report.

3 BACKGROUND

- 3.1 This report is seeking the establishment of a new temporary (2 year) Purchase to Pay Officer within the Finance Service. This job has been evaluated as a Grade 10.
- 3.2 This post has been established in support of an approved Cost Reduction Fund bid, and will be used to support a purchase to pay review, designed to adopt a corporate approach to purchase to pay within the organisation, and lead, plan and manage a project review which will target work streams which improve processes and maximise the delivery of financial efficiencies.
- 3.3 In line with the cost reduction fund commitment, the post will be temporary for a 2 year period and will focus on maximising financial benefits for the Council.
- 3.4 This is a new post, and will report directly to the current Finance Manager Corporate Finance, but will align the administration of PECOS system, Purchase Card and Creditors functions in order to deliver a corporate approach and harness alignment opportunities. This post will work closely with colleagues across Finance service and Procurement, and strategic oversight will be provided by the Finance Manager for Corporate Accounting alongside the Commercial Procurement Manager.

- 3.5 The report has been passed to UNISON under the terms of the Protocol for the Conduct of Service Reviews and UNISON is supportive of the proposals outlined.

4 POLICY IMPLICATIONS

- 4.1 There are no direct policy implications from this report.

5 INTEGRATED IMPACT ASSESSMENT

- 5.1 The subject of this report in itself does not affect the wellbeing of the community or have a significant impact on equality, the environment or economy.

6 DISCLOSURE SCOTLAND REQUIREMENT

- 6.1 This posts will, require a Basic Disclosure check in order to comply with legislation/PSN Code of Connection.

7 RESOURCE IMPLICATIONS

- 7.1 Financial – The creation of this post is estimated to be around £58,000 per annum and will be funded from the cost reduction fund for the 2 year period
- 7.2 Other – None

8 BACKGROUND PAPERS

- 8.1 Job outline and person specification – Appendix 1.

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DESIGNATION	Head of Finance
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DATE	6 August 2021

JOB DETAILS FORM

JOB OUTLINE	
JOB TITLE: Project Manager – Purchase to Pay	JET CODE: 7422
SERVICE: Finance	
DIVISION: Council Resources	
REPORTING TO: Service Manager – Corporate Accounting (post still to be finalised)	
RESPONSIBLE FOR: Purchase to Pay Project	
JOB PURPOSE:	
<p>To plan, manage and lead a purchase to pay project designed to improve processes and procedures across the Council targeted at delivering best value and realising opportunities for delivering enhanced financial efficiencies.</p>	
MAIN DUTIES:	
<p>To plan, manage and lead and design the purchase to pay priorities – targeting workstreams which improve processes and maximise the delivery of financial efficiencies.</p> <p>Support the development of the project utilising where possible, project management frameworks, including risk management and using relevant organisational and change management techniques.</p> <p>Provide line management support and direction to existing purchase to pay functions, including: Corporate Creditors, PECOS and Purchase Cards, ensuring alignment in processes and procedures, and consider opportunities to enhance corporate approach to payment of goods and services.</p> <p>Work in collaboration with Procurement, to maximise the corporate approach to procuring goods and services and maximise financial benefits, utilising appropriate management information to inform decisions.</p> <p>Take a corporate approach to support the training and development of staff, ensuring effective communication channels to inform policies and guidance, and ensure support training and development across service to ensure compliances with policies and procedures.</p> <p>Plan, schedule and report on progress of projects according to the agreed project plan and timelines using appropriate project planning tools.</p> <p>Prepare reports as required for the Service Manager Corporate Accounting, and senior council officials as appropriate.</p>	

Monitor the progress of delivering agreed financial efficiencies, identifying key deliverables and timelines.

Contribute to initiatives to increase East Lothian Council's capacity and capability to be an 'Entrepreneurial Council' and work across the council to positively influence at a range of management levels to encourage an entrepreneurial culture while managing risk

Identify potential transformation opportunities, and alternative delivery models and develop and support the promotion and development of such opportunities, ensuring they remain aligned to Council values and objectives

Promote the Council's vision and values and a corporate culture that is positive, customer focussed and supports employee engagement to the highest level

Apply the Council's Customer Services Standards and adhere to the principles and practice of equality as laid down in the Council's Equal Opportunities Policy

Take reasonable care of personal health and safety and ensure compliance with the Council's health and safety rules and legislative requirements

Assist and deputise for the Service Manager Corporate Finance as appropriate.

Any other appropriate duties, as requested by Management, commensurate with the grade for the post.

ESSENTIAL REQUIREMENTS FOR THIS ROLE

Qualifications/Experience:

- Degree level qualification or similar qualification **and/ or able** to demonstrate equivalent knowledge, skills and competencies gained through relevant experience.

Disclosure Scotland:

- This role requires a **Standard Disclosure Clearance**. ELC will submit a Standard Disclosure application on behalf of the preferred candidate and receipt of the subsequent certificate will be required prior to commencement.

Scottish Social Services Council:

- None

PERSON SPECIFICATION		
Attributes	Essential	Desirable
Education, Registration & Training	Degree level qualification or equivalent and/or able to demonstrate equivalent knowledge, skills and competencies gained through relevant experience.	Professional membership of Chartered Institute of Procurement Supply (CIPS) OR substantial experience of working in a procurement commissioning environment. OR Qualified accountant with membership of a professional accounting body e.g. (CIPFA/ACCA/CIMA/ICAS) or with substantial experience in a financial management role.
Previous Experience (Paid & Voluntary Work)	Experience of high level influencing, negotiation and relationship building Experience in leading, managing and motivating teams Experience of supporting cultural change in local authorities or similar organisational settings	Previous management experience Experience in Project Management and / or managing and delivering change Experience of working in a local authority or public body setting
Knowledge/ Skills /Competencies	Analytical and investigative skills Project Management Skills High level of competency in developing and managing a range of complex and competing projects Resolving conflict and overcoming difficult situations Effective verbal and written communication skills at	

	<p>different levels of an organisation</p> <p>Organisational and time management skills</p>	
Personal Qualities	<p>Ability to use own initiative</p> <p>Ability to prioritise a varied and complex workload</p> <p>Ability to work under pressure and meet deadlines</p> <p>Ability to work flexibly as part of a team</p> <p>Ability to develop effective relationships with stakeholders</p> <p>Ability to work to a high degree of accuracy, paying close attention to detail</p> <p>Ability to be creative</p>	
Council Behaviours	<p>We are Customer Focussed</p> <p>We Initiate and Embrace Change</p> <p>We Strive to be the Best we can be</p> <p>We make things Happen</p> <p>We work Together</p>	

FACTOR LEVEL DESCRIPTORS

WORKING ENVIRONMENT:

The Jobholder predominantly works in an office environment, with occasional travel for meetings, conferences etc.

There are no hazards associated with this role.

PHYSICAL CO-ORDINATION:

Physical co-ordination is predominantly required to use a keyboard when undertaking computing activities. The post will involve producing and reviewing complex documents and data, tracking changes and updating spreadsheets, and analysing financial data from a number of financial management packages.

PHYSICAL EFFORT:

The job is mainly undertaken, in a sedentary position and requires no more than a basic level of physical effort.

MENTAL SKILLS:

The job predominantly requires mental skills to research and analyse complex information, problems or solutions, and to develop strategies or plans requiring complex planning activity. Imagination, creativity and/ or innovation are also required in this post for example, in researching and developing potential solutions to issues.

The Jobholder will be responsible for scheduling the work and activities of him/her self, and respective teams. This will require forward planning or scheduling of work and considering options for alignment / streamlining of tasks / processes and procedures.

The Jobholder will be responsible for developing a project plan which may involve financial, cultural, and operational problems and take into account unknown variables which will require the ability to conceptualise and envisage unknown variables, influencing factors and areas of uncertainty ie future technological developments, demographic and economic trends and political direction.

When new initiatives and/ or changes to services are identified, s/he will utilise wider project management skills to oversee the successful implementation of these initiatives ensuring that they broadly remain aligned with the Council's objectives and will include providing market insight and contract support whilst managing risk.

The Jobholder will report on plans and progress to the Service Manager Corporate Finance, Service Manager Procurement, Head of Finance and wider Council Management and Executive Management Team.

CONCENTRATION:

The job requires focus and concentration to undertake planning, research, analysis, project management reporting etc.

Typically the Jobholder requires periods in excess of two hours or more on a regular basis to analyse undertake the above.

The Jobholder will have be required to prioritise and plan the project as well as the supporting workload of the team, and at any one time and in doing so will be required to deal with conflicting and simultaneous demands from a variety of services, re-prioritising workload(s) as required.

COMMUNICATIONS SKILLS:

The Jobholder requires excellent communications skills to persuade and influence senior officers, that benefits can be delivered and aligned to Council priorities. S/he will be required to respond to various challenges and will have to demonstrate excellent negotiating and persuasive skills to ensure the success of the implementation of such initiatives.

The Jobholder will be required to oversee the project, and in doing so may be required to chair meetings of staff from across all Council services and to present reports at team meetings. In most cases the jobholder will work with the Service Manager to convince people at a higher level.

The jobholder will also be required to ensure clear processes and guidance is presented and communicated in a clear and concise manner adopting a corporate approach to procuring and paying for goods and services is rolled out across all council services.

DEALING WITH RELATIONSHIPS:

The Jobholder will be in regular contact and deal directly with officers across the council including service managers and Heads of Service. The job entails working with staff at all levels across the council.

Although there are instances when the Jobholder has to progress difficult matters through meetings, discussions, consultations, negotiations these are delivered in a professional manner. The Jobholder will demonstrate emotional and professional resilience on a day-to-day basis.

S/he does not regularly, come into contact, with people who are abusive and/or threatening.

RESPONSIBILITY FOR EMPLOYEES:

The Jobholder will have direct line management responsibility for up to 2 members of staff who will support and manage teams below them. S/he will be responsible for the allocation and checking of work ensuring that the project is completed successfully.

S/he will be responsible for the implementation of personnel policies and procedures.

RESPONSIBILITY FOR SERVICES TO OTHERS:

The job predominantly involves responsibility for ensuring a corporate approach to procuring and payment of goods and services and whilst predominately will work across Finance and procurement services, the postholder will also be responsible for introducing a corporate approach and identify areas for financial efficiencies. As such the postholder will contribute to and culture change across the whole council.

RESPONSIBILITY FOR FINANCIAL RESOURCES:

The Jobholder will not be a budget holder. However s/he will have responsibility for identifying and delivering financial savings.

RESPONSIBILITY FOR PHYSICAL AND INFORMATION RESOURCES:

The job involves responsibility for developing/ managing information resources including the identification and assessment of options against available resources, project management of quality and time scale, ensuring system objectives are fulfilled, and reviewing performance on an on-going basis aligned to project plans

S/he is also responsible for setting up monitoring and tracking systems and procedures to ensure the smooth delivery of the project.

S/he is responsible for the safe use of office equipment such as PC, printers and laptop.

INITIATIVE & INDEPENDENCE:

The Jobholder is required to exercise considerable initiative in the course of normal working. The job predominantly involves working within the broad framework of Council policy to progress a wide range of activities. The work will involve responding independently to unanticipated and difficult problems/ situations and making decisions/ exercising initiative/ making recommendations with access to manager/ more senior officers for advice and guidance. S/he will occasionally lead (e.g. chairing corporate working groups).

S/he is expected to work autonomously on a day to day basis. From time to time professional advice required by the Jobholder may be sought externally from other bodies and local authorities who have gone through similar exercises.

KNOWLEDGE:

The Jobholder must be educated to degree level and/or have extensive experience in using appropriate project management and improvement methodologies as well as leading, managing and motivating project teams and supporting cultural change in local authorities or similar organisational settings.

The Jobholder must maintain an awareness of change in Local Government legislation; the financial climate under which local government operates; the debate around and influencers of cultural change and transformation in the public sector.

AUTHORISATION:

I have read the information contained in this document and confirm that it is an accurate reflection of the duties and responsibilities for this post.

Jobholder*

Signed Date

Line Manager

Signed Date

Service Manager

Signed Date