

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Procurement Manager
<b>MANAGED BY:</b>	Senior Commercial Manager
<b>GRADE:</b>	11

### BACKGROUND

The West of England Combined Authority is seeking to appoint a Procurement Manager to join the Commercial team.

This is an exciting time to join the West of England Combined Authority. In the last year three quarters of a billion pounds of new investment has been secured for the region. New plans are in place to deliver Mayoral priorities to improve transport, skills, and housing for our residents, take decisive action to tackle the climate emergency, and to support communities facing the cost-of-living crisis. There is a relentless focus on delivery to put the West of England on the map for regional, national, and global success.

Led by the regional Metro Mayor, the West of England Combined Authority brings together three local councils, the Local Enterprise Partnership, and works with communities, other public services, and industry to deliver for the region.

You will be a key player as we create West of England Sustainable Transport. We are delivering on the big transport improvements people in the region need and deserve, changing how people travel, making journeys affordable, reliable, enjoyable, and safe.

Come and help shape the future of the West of England, a place so many people are proud to call home.

### THE ROLE

This is a key position within the Resources directorate to ensure that the Combined Authority are appropriately resourced to deliver of a diverse range of services across the Procurement portfolio. This consists of a multi-million-pound transport and infrastructure programme and professional services which support the organisation to achieve ambitious economic growth and investment outcomes in the region.

This role is directly responsible for:

- Procurement Officers

The Commercial function works in a matrix management style delivering services to its

internal customers for all permanent and interim Procurement roles.

The purpose of this job is for the job holder to:

- Develop and lead the portfolio of projects (multi-million/high profile) requiring procurement in your area to ensure we conduct fair, transparent, and proportionate procurements compliant to the Public Contracting Regulations (PCR's) and the Authority's own contract standing orders.
- Embed Procurement as a function into all that the Authority does, by raising the profile of procurement through the increase of cross-functional team working and networking with internal customers and stakeholders.
- Influence the building and development of a high performing procurement function which is adequately resourced and skilled to meet business needs. Proactively manage team members to ensure the consistent delivery of an excellent flexible compliant customer focused service.

## KEY RESPONSIBILITIES

### Procurement Strategy and Delivery

- Influence the implementation of a Sustainable Commercial Strategy which aligns to the priorities of the local industrial strategy. This will include environmental sustainability, impact on climate change, ensuring the West of England Combined Authority's providers pay National Living wage as a minimum, social value, local supply chains and maximising value for money in an ethical and sustainable manner.
- Management of the procurement portfolio for allocated support areas, specifically leading and delivering results on infrastructure and corporate services categories
- Provide technical innovative strategic advice and implement appropriate procurement sourcing strategies that align to business priorities to deliver best value, innovation, and robust contractual outcomes.
- Identify and deliver collaborative opportunities across the region and take the lead as required in regional procurement activity. Take an active part in seminars and panels to promote best practice procurement and support SME / regional suppliers.
- Ensure all tenders instructions provided to suppliers are clear and transparent, specifically for complex tenders, ensuring that providers are clear on how funding and contracts will be awarded and monitored
- Actively lead and influence the Southwest Professionals in Procurement network and Collaborative West Commercial aimed at sharing knowledge, best practice and providing opportunities to SMEs in the region. Promote the Combined Authority's procurement as best in class function.
- Empower and encourage staff to conduct delegated smaller-value procurement independently of the Procurement team. This will be achieved by the provision of a procurement manual and a suite of Procurement documents proportionate to the value/risks associated with such requirements.
- Challenge in a healthy and robust manner when appropriate to ensure the organisation remains compliant with regulation and internal policies to advise of risks and mitigations.
- Oversee and support mobilisation post contract award by leading on specific contract management processes, supplier relationship management, ongoing performance management and specific contract implementation meetings and processes (including grant funding processes)
- Contribute to the development of innovative ways to drive savings which record the value that the organisation delivers (can be KPI's for the Commercial function)

## **Governance and Assurance and Risk Management**

- Provide governance, leadership, and management whilst demonstrating the West of England Combined Authority's values to Technical Procurement Specialists on Transport and Infrastructure projects. Support, advise and be accountable for the performance of the technical experts.
- Prepare and input too papers for Commercial Board, Corporate Leadership and CEO'S regarding Procurement and Commercial matters.
- Promote best practice procurement techniques within the stakeholder community to enhance a value for money culture. Actively searches for, and promotes collaborative, lean, and innovative working practices across the CA landscape
- Ensure the organisation procures following Contract Standing Orders and where this is not possible that it procures in line with exemption process.
- Actively manage the supply chain and business continuity risk assessment for the organisation understanding spend profiles and associated risks.
- Advise the Monitoring Officer on amends and updates to the Contract Standing Order. Contribute and where appropriate lead in development and changes to policies and procedures.
- Respond to Procurement challenge whether through Fol or otherwise, advise to protect the organisation from potential legal challenge and de-escalate challenges.
- Maintain knowledge of changing procurement legislation and advise and lead on changes as required.

## **Stakeholder Management**

- Develop and maintain appropriate relationships with internal customers, key stakeholders, and public, private and third sector suppliers; develops relationships with partner authorities and other government bodies where appropriate.
- Raise the profile of procurement through the increase of cross-functional team working and networking with internal customers and stakeholders.

## **Commercial Systems, Data Analysis and Reporting**

- Ensure appropriate systems are fully utilised ranging from inviting quotations/tenders to raising through to payment of invoices by:
  - Promoting the use of the appropriate procure-to-pay systems for activities
  - Maintaining and updating all registers, pipeline, procurement plans, contract databases and supplier performance records/monitoring
  - Promoting use of the e-Tendering portal for all procurement activity; and
  - Providing advice and guidance on the appropriate use of systems

## PERSON SPECIFICATION

### ESSENTIAL (MUST HAVE)

#### Qualifications and Knowledge

- MCIPS Qualified or educated to degree level or equivalent.
- Excellent working knowledge of and be able to interpret procurement regulations, contract standing orders, the permitted procedures to develop and deliver sourcing strategies for direct and indirect spend areas. Identify and calculate Procurement risks and ensure they are managed / mitigated accepted or passed on.
- Leading on complex and challenging discussions at all grades across the organisation, its constituent authorities, and wider peers
- Up to date procurement expertise and an ability to convert that into best practice and ensure compliance in the organisation
- Provide Leadership and Management to wider procurement project leads in the organisation with specific technical expertise.

#### Experience

- An excellent understanding of supplier relationship management and negotiation tools and techniques and understand how they impact the organisation and influence our sourcing strategies and contract management plans.
- In-depth experience of leading and interacting with senior internal and external stakeholders to successfully deliver large scale and high-risk procurements from end to end for complex infrastructure programmes
- Experience in presenting recommendations at Senior / Board level, driving consensus from a broad range of opinions.
- In-depth experience of working in a complex stakeholder environment and demonstrated ability to develop and maintain effective working relationships even when faced with conflicts or challenging environments
- Experience managing a team and working in a matrix managed environment, providing clear direction, coaching / mentoring, and feedback.
- Experience of establishing and managing policies and resources.
- Experience of drawing together, leading and motivating cross-organisational project teams to achieve shared success.
- Working collaboratively to identify and deliver complex programmes in a multi-stakeholder political environment.
- Experience of embedding organisational change through focused

project delivery.

- Experience of development and delivery of a core organisation wide Procurement Strategy

Reviewing and influencing internal policies and procedures to operate as flexibly as possible within a heavily regulated and high- risk function.

## REWARDS AND BENEFITS

Alongside a competitive salary, we offer an excellent benefits package including:

- 26/31 days annual leave plus bank holidays
- Generous Employer-Contribution Pension Scheme through the Avon Pension Fund
- Cycle to work scheme and secure bike parking
- Free eye tests for all display screen equipment (DSE) users
- Discounted monthly bus tickets
- Hybrid working to split your week between the office and home to help you achieve the best work/life balance and career goals.

We have recently moved into a new bright, airy, modern office space, with all the latest technology, within a 10-minute walk from Bristol Temple Meads Train Station. We offer flexible and hybrid working options too if you would rather work from home, or another suitable location.

*As an equal opportunity's employer, we invite applicants to contact us to identify any additional support they may need during the recruitment process.*

## WE PAY THE LIVING WAGE

We are proud to have been accredited as a Living Wage Employer

Living Wage accreditation means that everyone working at The West of England and Combined Authority receives a minimum hourly wage of £14.21 - higher than the government minimum for over 23s, currently £10.42 per hour.



It also means that anyone who provides services to, or has contracts with us, must pay the Living Wage, setting the bar for good employer practices in the region. This includes those who provide services to The West of England and Combined Authority, such as cleaning and facilities management contracts, as well as those who have contracts with us - such as IT providers.

## WE ARE A FOUNDING MEMBER OF THE GOOD EMPLOYMENT CHARTER

We're proud to have been accredited as a founding Member of the West of England Good Employment Charter.

The [Good Employment Charter](#) is a voluntary membership and accreditation scheme aimed to create an active network of employers within the West of England that are committed to supporting the basis of 'good work'. The Good Employment Charter is defined by seven key characteristics of good employment: recruitment, secure work, Real Living Wage, developing people, health & wellbeing, flexible work and engagement & voice.

