

## JOB DESCRIPTION

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

### THE ROLE

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

The Authority requires delivery of a diverse range of services. The diverse procurement portfolio consists of multi-million-pound transport and infrastructure programmes and professional services which support the organisation to achieve ambitious economic growth and investment outcomes in the region.

The Commercial function works in a matrix management style delivering services to its internal customers for all procurement activities/projects.

The purpose of the job holder is 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), Procurement Act 2023 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.
- Actively support 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

- Empower and encourage staff to conduct delegated smaller-value procurement independently of the Commercial 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.
- Support 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.
- Take a lead and active role in the Southwest Professionals in Procurement network 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.
- Provide innovative strategic advice and develop then implement appropriate procurement sourcing strategies that align to business priorities to deliver best value, innovation, and robust contractual outcomes.
- 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.
- Actively searches for, and promotes collaborative, lean and innovative working practices across the WMCA landscape
- Raise the profile of procurement through the increase of cross-functional team working and networking with internal customers and stakeholders.
- Management of the procurement portfolio for allocated support areas, specifically leading and delivering results on infrastructure and corporate services categories
- 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)
- 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

- Contributes to the development of innovative ways to drive efficiencies and/or savings throughout the procurement process and record the value that the organisation delivers (can be KPI's for the Commercial function)
- Actively manage the supply chain and business continuity risk assessment for the organisation understanding spend profiles and associated risks.
- Provide support, guidance and advice to technical experts on Transport and Infrastructure projects on commercial and governance processes throughout the procurement lifecycle. Provide support, advice and be accountable for the performance of the technical experts.
- 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
- Prepare and input too papers for CLT / CEO'S regarding Procurement and Commercial matters.
- Ensure the organisation procures following Contract Standing Orders and where this is not possible that it procures in line with exemption process.
- 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
- Respond to Procurement challenge whether through FoI or otherwise, provide advice to protect the organisation from potential legal challenge and to de-escalate challenges should they arise.

- Identify opportunities for collaboration 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.
- 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.
- Maintain knowledge of changing procurement legislation and advise and lead on changes as required.

## 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.
- 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.

#### Experience

- 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 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.

#### Skills and Competencies

- In full recognition of our core values, deliver excellent leadership and strategic skills, with an ability to shape plans and put them in practice
- Excellent interpersonal skills, with an ability to manage team members and external stakeholders effectively
- Flexible and agile with the ability to respond at pace to competing demands
- Excellent problem-solving and analytical skills
- Ability to navigate in a complex, political or sensitive multi-supplier environment
- Excellent verbal and written communications, with an ability to confidently synthesize and present fact-based recommendations to varied groups and individuals - from senior internal stakeholders' decision makers (SMT) and senior external stakeholders to colleagues (e.g., through training)
- Highly organised and structured with an ability to manage multiple projects simultaneously
- Excellent time management with an ability to meet assigned deadlines
- Ability to build long-lasting work relationships based on trust with colleagues and external partners (e.g., suppliers and peers) at all levels, from strategic to operational, with a focus on excellent customer service
- Ability to assimilate new information quickly and accurately or look for supportive information when outside of the areas of expertise of the job holder.

#### DESIRABLE

- MCIPS Chartered status or equivalent experience
- A strong knowledge of NEC4 Suite of contracts (particularly PSSC/PSC)
- Experience of delivery of Capital Projects and/or complex service agreements

- Experience of drafting contract clauses
- Exposure of working in a Local Authority landscape
- Understanding of the Social Value Act and delivery mechanisms