

JOB DESCRIPTION

JOB TITLE:	Head of Procurement and Contract Management
MANAGED BY:	Director of Finance, Investments and Commercial
GRADE:	HOS-2

BACKGROUND

The West of England Mayoral Combined Authority is seeking to appoint a Head of Procurement and Contract Management to lead the Procurement and Contract Management team.

As Head of Procurement and Contract Management you will be providing strategic oversight and assurance across a portfolio of procurement and contract management activity supporting programmes totalling c. £1bn in value. driving social value benefits and economic growth across the region. New plans are in place to deliver on 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.

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

THE ROLE

Lead the Procurement and Contract Management Function in the West of England Combined Authority's Directorate. Establish Procurement and Contract Management principles and develop services. Provide expert procurement and contract management advice to the Director of Finance, Investments and Commercial, and to Directors as appropriate, on high-risk and high-value procurement and contract matters driving value for money at the heart of delivery programme.

Lead the development of strategies and governance arrangements which ensure the procurement of high-quality goods, works, and services which also drive operational efficiencies with accountability for developing and implementing the commercial and supply chain management strategy associated with delivering £1billion of Government funding to drive economic growth across the region. This will involve:

- Building and leading appropriately skilled team
- Setting procurement and supply chain management policy and procedures
- Lead the delivery and review of all our key contract and procurement relationships and frameworks
- Developing contracting strategies and cost models
- Undertaking tendering and evaluations for our projects

- Negotiating terms and conditions with Strategic Delivery Partners and Tier One Contractors
- Oversight of our contract management processes and performance
- Developing supply chain relationships
- Working with Heads of Service to upskill our staff in procurement principles and procedures

KEY RESPONSIBILITIES

- To lead the development of procurement and supply chain management strategies, policies, and procedures
- To build and lead an appropriately skilled team which provides procurement and contract management services across the Combined Authority
- To establish and embed Procurement standards and ways of working in accordance with best practice
- To lead the establishment of effective routes to market, commissioning, and contract management to ensure delivery of successful outcomes
- Oversight of the procurement and contract management for projects delivered by West of England Combined Authority, including cost management and negotiating contracts
- To drive continual improvement in procurement awareness, capability and practice within West of England Combined Authority and our partner Unitary Authorities
- Advising the Director of Finance, Investment and Commercial and Head of Grant Management and Assurance in the review of the procurement aspects of funding requests
- Advising the PMO in the review and reporting of West of England Combined Authority delivered projects, with regard to contract management performance and associated risks and opportunities
- To develop and manage the delivery of effective procurement reporting from project inception to close out, including the identification and mitigation of commercial risk
- To oversee the renewal of the Combined Authorities Procurement Frameworks, including the Professional Services Framework, Transport Operations contracts, setting up a new Strategic Delivery Partner and Tier One Contractor frameworks
- As delegated, negotiate on behalf of the West of England Combined Authority in procurement meetings with partners and supply chain
- Ensuring West of England Combined Authority procurement objectives support the overall corporate programme and business plan, in support of regional priorities
- Providing professional cover on procurement and contract management matters as required

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

- Educated to degree level in relevant academic subject with significant technical knowledge or have the relevant practical experience to demonstrate a commensurate level of technical knowledge. (e.g. procurement, commercial management)
- In depth knowledge of Government procurements and Green Book procedures
- Excellent knowledge of practical and effective risk and change management
- Excellent knowledge of UK and EU Public Procurement Requirements

Experience

- Large-scale, complex public sector programmes and contracts, including infrastructure where relevant Contract management of contracts and negotiating contract changes
- Presenting complex information to a range of key stakeholders to secure buy-in and engagement
- Experience of establishing and growing contract management and procurement services
- Providing coaching and mentoring at a management level to support the embedding of a value for money culture
- A successful track record of engaging effectively with others at a senior level and building productive partnerships with key stakeholders

Skills and Competencies

- Leadership Skills and can operate with minimal direction
- Excellent procurement and contract management skills including cost control and contract negotiation and management Excellent communicator
- Ability to work in a collaborative way while simultaneously setting direction
- Ability to hold oneself and others to account for delivery
- Ability to independently propose, develop and implement strategies and plans to deliver the West of England Combined Authority's objectives
- Understanding of working in a political environment
- Proven ability to provide visible and supportive leadership, empowering, motivating, developing and enabling staff.

DESIRABLE

Experience

- Understanding of local, regional, national and international environment relevant to the post.
- In depth knowledge of JCT, NEC4, and use of bespoke contracts for capital delivery

Skills and Competencies

- Professional membership - Chartered Institute of Building (MCIOB) or Royal Institute of Chartered Surveyors (RICS)
- Post graduate degree or membership of relevant professional body.