

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Procurement Officer
<b>MANAGED BY:</b>	Procurement Manager
<b>GRADE:</b>	8

### BACKGROUND

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

This is an exciting time to join the West of England Combined Authority. In the last year nearly three quarters of a billion pounds of new investment has been secured for 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.

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

The authority is seeking a Procurement officer role in Bristol to report to the Procurement Manager. The ideal candidate will have 2 years' experience in a Procurement role across a wide range of category areas. The individual may be looking to progress from a Procurement Support role and develop their career, they may be already studying CIPS. The role reports directly to the Procurement Manager, the post sits within the Corporate Services Directorate. You will be required to will interact with all directorates in the authority and contribute to building key relationships with our Local Councils, Private sector supply chain and industry bodies across the South West in order to deliver commercial value.

This role will support the Procurement Manager in delivery of a wide range of

requirements, manage a portfolio of RFQ's / RFP's, provide input to policies and procedures, develop the profile of Procurement in the authority and engage with key stakeholders in our Local Councils.

You will identify routes to market, conduct framework appraisals to establish the most appropriate route to market, review service agreements / call off documents and raise these with the PBP.

## KEY RESPONSIBILITIES

- Support the Procurement Business Partner to deliver a quality service to the authority
- Manage a portfolio of requirements from concept to delivery with internal stakeholders
- Publish and manage the RFQ Process through our electronic tendering system
- Maintain the Procurement Work Plan and Contracts Register
- Support in the development and delivery of Procurement presentations and training to the authority
- Facilitate compliance with our contract standing orders and Procurement best practice aligned to the Public Contracting Regulations;
- Occasionally represent the authority in procurement workshops across the region
- Work with stakeholders to identify their requirements, timelines, routes to market and evaluation criteria;
- Act as first point of contact for queries / managing the Procurement Inbox
- Work with Stakeholders to define requirements and put together a Procurement Plan compliant to our Contract Standing Orders;
- Research markets and suppliers and other authority / established government frameworks;
- Undertaken the Procurement cycle from concept to tender to post procurement approvals;
- Tactical / operational Contract Management responsibility.
- Any other duties required for the role

## PERSON SPECIFICATION

### ESSENTIAL (MUST HAVE)

#### Qualifications and Knowledge

- Good standard of general education
- Exposure of delivering indirect procurement requirements
- At least 2 years of working in a Procurement role
- Managing RFP / RFQ process from start to finish
- Excellent IT skills, including Microsoft packages such as Outlook, Word, Excel, PowerPoint and database entry and reporting.

## Experience

- Experience of working as a Procurement Officer
- Proven track record of developing relationships with a diverse range of Stakeholders
- Exposure to Professional Services / Consultancy category
- Understanding of Government Frameworks (Crown Commercial Services, Bloom, ESPO)

## Skills and Competencies

- Flexibility in prioritising and managing workload
- Ability to work as part of a small team and autonomously
- Able to articulate stakeholder requirements in a procurement context;
- Excellent report writing and presentational skills
- Excellent relationship management (internal and external stakeholders)
- Excellent communication with all levels of stakeholders
- Understanding of negotiating techniques
- Ability to make decisions and develop courses of action to deliver procurements within agreed timescales.
- Ability to consistently work towards deadlines and manage stakeholder expectations
- Ability to take informed pragmatic decisions with a can-do attitude
- Excellent numerical skills
- Analytical ability
- Attention to detail

## DESIRABLE

### Qualifications and Knowledge

- An understanding of the Local Authority Political Landscape
- An understanding of the Public Contracting Regulations 2015 (OJEU)
- Understanding of IT Licencing agreements and Contract Change Note procedures
- Working towards CIPS qualification

## 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, under 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 opportunities 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're 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.