

AMBITIOUS

CREATIVE

COLLABORATIVE

SUPPORTIVE

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Procurement Business Partner
<b>MANAGED BY:</b>	Head of Finance and Procurement
<b>GRADE:</b>	10

## BACKGROUND

### Working at the West of England Combined Authority

The West of England is a fantastic place to live and work; a place where ideas flourish and businesses grow, and a diverse population calls home. With a highly-skilled workforce, innovative businesses, rich cultural and natural assets, and excellent connections, the West of England competes on a global scale.

In 2017, the West of England Combined Authority was formed to bring the region together to drive economic growth. A West of England Mayor was elected, and significant powers and funding were transferred to the region to support work to ensure residents have better skills, more job opportunities and a better quality of life. We're working with our regional partners and with Government to protect the environment and ensure the West of England continues to be a thriving, successful and innovative place for future generations.

Covid-19 has had a big impact on the West of England, and we are leading the regional economic recovery, bringing people together to ensure our region remains a thriving, successful and innovative place to live and work. By joining the Combined Authority, you will be helping us with this important work.

The Combined Authority is made up of three of the region's local councils - Bath & North East Somerset, Bristol and South Gloucestershire. Building on a strong track record of partnership working in the region, the Authority continues to work closely with North Somerset Council. The Authority also the accountable body for the West of England Local Enterprise Partnership.

We are an equal opportunities employer, in line with the Equalities Act 2010, and invite applicants to contact us to identify any additional support needed during the recruitment process.

## PURPOSE OF THE JOB

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.

This role is directly responsible for:

- Procurement Officers

With Procurement matrix management for all permanent and interim Procurement roles.

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

- Lead the Procurement function for your business area of the Combined Authority, developing and delivering the Procurement Strategy, looking for continuous improvements in terms of innovation, governance, suppliers' landscape and project delivery (quality, cost, timeliness), developing the Authority's Procurement knowledge and Commercial expertise to act with a degree of autonomy and drive forward value for money and be recognised as a leader in the region
- Develop and manage the portfolio of projects 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, ensuring Procurement is recognised as a key stakeholder and has representation where required on project and programmes boards.
- Build and Manage a high performing procurement function which is adequately resourced and skilled to meet business needs. Manage team members to ensure the delivery of an excellent flexible compliant customer focussed service.
- Work with Heads of Department and directors to develop Procurement approaches / sourcing strategies for bid submissions to central government to secure funding.

## KEY RESPONSIBILITIES

- 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 suit of Procurement documents proportionate to the value / risks associated with such requirements.

- Implement a Responsible Procurement Policy which aligns to the priorities of our local industrial strategy. This will include environmental sustainability, impact on climate change, ensuring WECA 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 South West Professionals in Procurement network aimed at sharing knowledge, best practice and providing opportunities to SME's in the region. Promote WECA procurement as best in class function.
- Provide governance, leadership and management whilst demonstrating WECA 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 to papers for SMT / CEO'S with regard to all things Procurement.
- Ensure the organisation procures following Contract Standing Orders and where this is not possible that it procures in line with exemption process.
- 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.
- Ensure that all routes to market are considered so that the organisation achieves value for money in the most efficient, effective and appropriate manner.
- Look out for 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.
- Challenge in a healthy and robust manner when appropriate to ensure the organisation remain compliant to regulation and internal policies to advise of risks and mitigations.

## 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 a 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 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.

## 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
- A strong knowledge of NEC4 Suite of contracts (particularly PSSC/PSC)
- Experience of delivery of Capital Projects
- Experience of drafting contract clauses particularly around IPR and Data Protection
- Exposure of working in a Local Authority landscape
- Understanding of the Social Value Act and delivery mechanisms

## REWARDS AND BENEFITS

### Staff receive:

- 25 days annual leave, rising to 30 after five years' continuous service, plus bank holidays, pro rata
- Auto-enrolment into the Avon Pension Fund
- Cycle to work scheme and secure bike parking
- Free eye tests for all display screen equipment (DSE) users
- Commuter Travel Club - all employees can sign up to receive discounted monthly bus tickets, unlimited bus travel for work or leisure within your chosen zone, automatic ticket renewal and price freeze for 12 months.