

**AMBITIOUS**
**CREATIVE**
**COLLABORATIVE**
**SUPPORTIVE**

## JOB DESCRIPTION

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

## BACKGROUND

The Employer: The West of England Combined Authority (WECA)

The West of England is an economic leader with an economy worth over £33 billion a year. With a population of over 1.1 million people, one of the highest rates of employment in the country, and over 45,000 businesses, the region competes on a global scale. The West of England is a place where highly-skilled people work, where ideas flourish, and where businesses grow. It's also a place that a diverse population of people call home.

The West of England Combined Authority was formed in 2017, to champion the region and drive clean and inclusive economic growth. As a result, significant powers and funding have been transferred to the region through the new Combined Authority and West of England Mayor.

Our aim is to deliver economic growth for the region and address some of our challenges, such as productivity and skills, housing and transport.

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

The authority is an equal opportunities employer, in line with the Equalities Act 2010, and invite applicants to contact us to identify any additional support they may need during the recruitment process.

## PURPOSE OF THE JOB

The authority is seeking a Procurement Officer to work closely with the South West Energy Hub to conduct tenders of values of up to £50-75K through the external market, supporting its role to accelerate the transition to Net Zero Carbon.

The role reports directly to the Procurement Business Partner, within the Corporate Services Directorate. You will be required to interact with all directorates in the authority and contribute to building key relationships with our Local Councils, Private sector supply chains and industry bodies across the South West in order to deliver commercial value.

The team and this role is based in Bristol and there is an expectation that the successful applicant will need to come to the office 1-2 days a week. The ideal candidate will have at least 2 years' experience in a Public Sector 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.

You will provide sound procurement advice to the Energy Hub team and work with them to agree tender content, write the tender documents, agree evaluation criteria and weightings and terms and condition of contract.

You will manage the tender process from start to finish including publication of documents on the Authority's ProContract tendering portal, manage supplier clarifications, lead in panel evaluation moderation, submit post procurement reports for approval and obtain contract approvals to comply with the Authorities Contract Standing Orders.

## 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 a 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;
- Work with stakeholders to identify their requirements, timelines, routes to market and evaluation criteria;
- Delivery of pragmatic value for money solutions accessing a number of existing 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 Public Sector 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 of projects up to £100K
- Proven track record of developing relationships with a diverse range of Stakeholders
- Exposure to Professional Services / Consultancy category
- Delivery of end to end Procurements.

#### Skills and Competencies

- Flexibility in prioritising and managing work load
- Ability to work as part of a small team and autonomously
- Excellent report writing and presentational skills
- Be comfortable in stakeholder relationship management
- Ability to make decisions and develop courses of action to deliver procurements within agreed timescales and manage stakeholders
- Deliver Procurements in an often highly 'technical' category

### DESIRABLE

- 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

#### WECA 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 - WECA 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.

