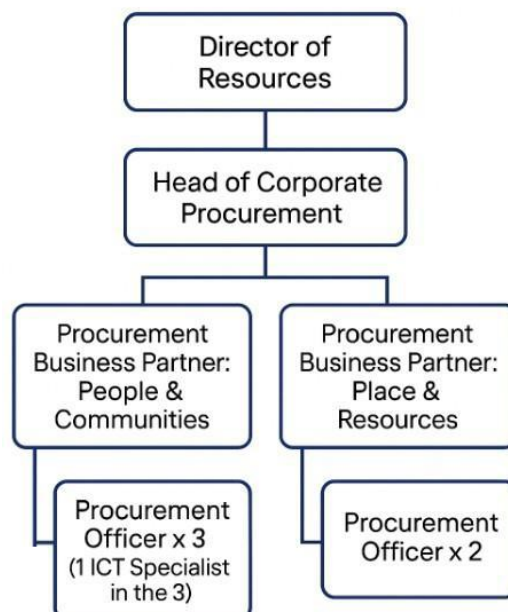


**JOB DESCRIPTION**

<b>Job Title:</b>	<b>Procurement Business Partner – Place and Resources</b>		
<b>Directorate:</b>	<b>Resources</b>	<b>Salary:</b>	<b>£54,495 - £59,999 plus 15% Market Premia and £729 London Weighting</b>
<b>Section:</b>	<b>Procurement</b>	<b>Grade:</b>	<b>BG-D SCP 43 - 48</b>
<b>Location:</b>	<b>Time Square</b>	<b>Work Style:</b>	<b>Hybrid</b>

**Key Objectives of the role**

- To support the Head of Corporate Procurement with implementing the Council's Plan and Procurement objectives.
- Lead teams to develop new contracts, including advising senior managers and ensuring compliance with relevant legislation.
- Lead senior managers and Directorate Management Teams in developing overarching procurement strategies for their contracts and services, with a particular long-term, forward-thinking focus.
- Manage Procurement Officer(s) to engage in the direct support of procurements.
- Promote self-service procurement through training, coaching, written guidance and use of procurement related systems. Having an advanced understanding and experience in utilising e-tendering systems (specifically ProActis) to maximise its functionality and use.

**Designation of post and position within departmental structure**

### Daily and monthly responsibilities

- Lead teams to develop and new contracts delivering clear service improvements and real cash savings, including assessment of current needs and expenditure, assessment of markets and early engagement with markets.
- Maintenance of external networks to identify collaborative procurements or innovative approaches.
- Advise senior managers on all procurement and contract management issues; build strong and positive relationships across the council and champion a quality and performance related culture to ensure service delivery is effective and responds to identified needs and the council can deliver its key objectives.
- Advise senior managers and DMTs in developing long term procurement and commissioning strategies and approaches for their contracts and services, in order to achieve the best balance of outcomes, council objectives and cost.
- Champion a proactive, long-term approach to procurement and commissioning, influencing senior managers to adopt this approach. Support senior managers in service design, contract development and strategic planning.
- Ensuring compliance with relevant legislation, particularly the Procurement Act 2023, GDPR and Freedom of Information, and the Council's Contract Standing Orders.
- Promote self-service procurement through training, coaching, written guidance, and use of e-procurement and other procurement related systems. Maintain, manage and be the 'systems champion' for e-tendering and associated procurement systems.
- Lead and develop commercial contract management and delivery of contract benefits throughout their term across the council, with senior managers in particular.
- When required, lead negotiations with existing contractors to deliver savings and efficiencies.
- Develop and maintain a full awareness of current issues and challenges facing local government and of best procurement practice through research and networking and where appropriate incorporate changes to enhance and improve practices and procedures.
- Develop and maintain a full awareness of current and future demand for the council services being supported and the market's ability to meet that demand.
- Identify opportunities for savings through procurement and collaborative commissioning across the council and provide expenditure analysis and reports using data from the finance system.
- Conduct compliance checks and quality assurance on self-service procurements and contracts.
- Oversight and support, including training, of the council's e-sourcing system and Contracts Register.
- Contract Management of the council's e-Sourcing system (ProActis) and General Supplies (Amazon Business) contracts.

## Scope of role

The role involves the direct management of Procurement Officer(s) and also requires professional direction of approximately 400 Council staff undertaking procurement.

Influence over improved delivery for £100m p.a. expenditure on bought-in supplies, services and works.

Commitment to the Council's Equal Opportunities policy at all times.

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times.

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

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## PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Skills and qualifications</b>	<p>Full Membership of the Chartered Institute of Procurement and Supply or equivalent relevant qualification</p> <p>Evidence of continuing professional development</p> <p>Educated to A Level (or equivalent)</p> <p>Excellent computer skills to include Microsoft Word and Excel</p> <p>Advanced knowledge and experience of e-tendering and procurement systems</p>	<p>Degree or other relevant professional qualification</p> <p>Familiarity with Microsoft Teams, SharePoint and PowerPoint</p> <p>Detailed knowledge and experience of ProContract software</p>
<b>Competence Summary</b> (Knowledge, abilities, skills, experience)	<p>Knowledge and understanding of the procurement life cycle with significant experience of leading and managing procurement projects</p> <p>Demonstrable experience of successfully leading and influencing senior managers</p> <p>Demonstrable experience of producing complex tender documentation and using financial/analytical tools to evaluate tenders</p> <p>Previous public sector procurement experience, particularly services</p> <p>Good knowledge of the Procurement Act 2023</p> <p>Significant experience of stakeholder engagement across a broad spectrum</p>	<p>Experience of purchasing a wide range of goods, services and works and knowledge of procurement best practice</p> <p>Contract management experience</p> <p>Excellent knowledge and experience of Procurement legislation and practise across goods, services and works</p> <p>Good presentational skills</p> <p>Good knowledge and experience of the legal issues associated with procurement</p> <p>Vision to take a strategic view of procurement</p> <p>Experience of Finance systems and/or transactional procurement</p> <p>Good knowledge and experience of the Public Contracts</p>

	<p>Experience in applying an understanding of market conditions to shape procurement exercises to ensure best value is achieved</p> <p>Proven ability to challenge established methods and produce innovative solutions</p> <p>Demonstrable track record of delivering significant cashable savings through procurement or contract management</p> <p>Excellent negotiation and problem-solving skills</p> <p>Strong literacy and numeracy skills</p> <p>Analytical skills with attention to detail</p> <p>Good planning and organisational skills</p>	<p>Regulations 2015</p> <p>Experience in the management and development of teams</p> <p>Experience of commissioning, procuring and contracting either;</p> <ul style="list-style-type: none"> <li>• ICT</li> <li>• Construction and FM</li> <li>• Social Care</li> <li>• Professional Services</li> <li>• Waste Management</li> <li>• Transport</li> </ul>
<b>Work-related Personal Requirements</b>	<p>Excellent interpersonal and influencing skills – confident and able to persuade but remain approachable to internal customers</p> <p>Enthusiastic team player with the ability to work on own initiative</p> <p>Ability to manage conflicting and competing priorities effectively</p> <p>Willing to respond to requests and open to new ideas.</p> <p>Committed to maintaining professional standards and quality of service delivery.</p> <p>No criminal record involving fraud or theft</p>	<p>Good networker</p> <p>Ability to co-ordinate and motivate project teams</p> <p>Experience of standing-in for Head of Procurement (or equivalent)</p> <p>Experience of representing procurement functions to senior management teams</p>
<b>Other Work Requirements</b>	<p>Knowledge and understanding of how procurement can contribute to organisational effectiveness, efficiency, and value for money outcomes.</p> <p>Must be able to demonstrate</p>	<p>Knowledge of the current issues facing local government with regards to procurement best practice and supply chain matters</p>

	the Council's values and behaviours
<b>Role models and demonstrates the Council's values and behaviours</b>	<p>Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities.</p> <p>We make our values real by demonstrating them in how we behave every day.</p>

**All staff should hold a duty and commitment to observing the Council's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.**

