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| **Job Title:** | Procurement Business Partner | **Date:** | February 2021 |
| **Reporting Line:** | Senior Procurement Business Partner | **Salary:** | Grade 7 |
| **Team:** | Procurement & Commercial Services | **Business Area:** | Commercial Services |
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| JOB PURPOSE |
| Maximise the effectiveness and efficiency of all procurement and contract management activities, delivering value for money procurement across GMCA.  Through a business partnering approach, support Directorate’s across GMCA in the delivery of the GMCA Strategic Plan.  Support on GMCA’s procurement and contract management arrangements, ensuring safe, effective and efficient procurement processes are in place and widely used.  Lead on procurement activity for specific categories of expenditure to ensure the delivery of high-quality outcomes for internal stakeholders and customers.  Continually look for improvement, whilst ensuring compliance with legislation, policies, procedures and service levels. |

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| **KEY RELATIONSHIPS** |
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| **KEY RESPONSIBILITIES** |
| **Main Responsibilities – Role Specific:**   1. Provide proactive, responsive procurement services to GMCA and partners supporting the delivery of key, strategic procurement activity across the organisation. 2. Through a business partnering approach, undertake specific procurement activity to ensure the delivery of high-quality outcomes for internal stakeholders and customers, ensuring compliant, effective and efficient procurement processes are in place and widely used, and supporting the delivery of key, strategic procurement activity across the organisation. 3. Adopt a category management approach to procurement activity, researching and planning preferred options and approaches to contract and tender management, developing business plans for both capital and revenue expenditure. 4. Support high-profile, complex procurement projects to ensure projects are delivered on-time and on-budget and according to agreed specifications. Undertake the negotiation and management of strategic contracts, both capital and revenue and support the contract management arrangements for critical areas of spend. 5. Lead on and manage specific procurement activity for specific categories of expenditure to ensure the delivery of high-quality outcomes for internal stakeholders and customers. 6. Develop category plans to ensure that procurement and associated contracts are appropriately aligned to corporate objectives, delivering measurable and tangibles financial and operational benefits. 7. Undertake the negotiation and management of contracts, both capital and revenue and support the contract management arrangements for specific categories of spend. 8. Analyse spend activity to identify and prioritise opportunities for collaboration, efficiencies and cashable savings, utilising organisational tools to conduct analysis of spend activity 9. Continually look for improvement, whilst ensuring compliance with legislation, policies, procedures and service levels. 10. Be responsible for the delivery of a number of high value OJEU contracts and tenders, in specific categories of spend. 11. Deliver cashable savings, operational efficiencies and the ongoing contract management for these and other contracts, specific categories of spend. 12. Provide advice, guidance and expertise regarding procurement best practice and evaluation and award criteria to the organisation. 13. Ensure compliance with national / EU legal requirements and all requirements relating to the delivery of projects in line with Public Procurement Regulations as required, utilising proactive various routes to market to deliver the most appropriate approach for that contract type. 14. Undertake tendering activity on behalf of GMCA and regional and national partners where applicable. 15. Prepare and present reports making recommendations regarding tender award including tender extensions, route to market, waiver reports etc. 16. Influence stakeholders across the Service to help deliver efficient, innovative, sustainable and ethical procurement systems to support and improve business delivery 17. Ensure that all procurement documentation, literature, content, ways of working and procurement processes are fit for purpose and make recommendations for change where appropriate 18. Provide training to staff on procurement processes to help to develop effective procurement and contract management skills and provide guidance and support as required.   **Main Responsibilities – Directorate Specific**   1. Actively promote the values of GMCA 2. Effectively plan and manage financial resources in own area of responsibility, in order to deliver public value. 3. Act as project manager ensuring delivery of programmes and associated projects as directed. 4. Identify and contribute to upskilling opportunities for colleagues within and beyond the directorate. 5. Build effective relationships with clients, customers and key stakeholders 6. Where required, coach managers to develop effective procurement and contract management skills, and provide guidance and support 7. Review key performance indicators to identify and address issues arising, spot trends and take appropriate action to learn, share and improve 8. Seek feedback and elicit wider priorities to support and enable colleagues to meet the needs of the organisation 9. Proactively contribute to continuous improvement of systems and processes to ensure procedures, policies and guidance are updated in line with legislative and social changes 10. Develop on-going communication and engagement channels and methods to keep the wider directorate team, internal and external customers up to date 11. Provide positive challenge to colleagues across the organisation in considering how things can be done better and more effectively 12. Conform to the requirements of the Environmental Management System 13. Work flexibly across the directorate, deployed as required   **NB:** This list of duties and responsibilities is by no means exhaustive, and the post holder may be required to undertake other relevant and appropriate duties as required. |
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| **KNOWLEDGE, SKILLS AND EXPERIENCE** |
| **Education, qualifications and associations**  **Essential**   * Educated to degree level in relevant area or equivalent experience * Full membership of Chartered Institute of Purchasing and Supplies (MCIPS) through examination route. Educated to Professional Diploma in Procurement and Supply or equivalent as a minimum, minimum 1 years post qualification experience   **Desirable**   * Relevant management qualification e.g. Business Administration. * Evidence of continuous professional development   **Essential Knowledge and experience**   * Working knowledge of corporate governance, financial, risk and environmental management, strategic planning and programme management principles and practice * Knowledge of the national, regional and local political operating climate of the FRS within the context of the Governments’ devolution / modernisation agenda * Record of successful achievement in procurement and contract management, and effective and experienced in procurement and contract management in a public sector organisation. * A good working understanding of relevant GMCA policies. * Detailed working knowledge of legislative requirements, including EU Public procurement regulations   **Desirable Knowledge and experience**   * Knowledge of procurement and contracting requirements of GMCA. * Experience of successful collaborative working, with a number of public sector agencies.   **Essential Skills & Behaviours**   * Strongly developed interpersonal skills with the ability to communicate at all levels, proven ability to inspire confidence at all levels of the organisation, and highly developed communications skills with different audiences with a variety of methods * Motivated with ability to prioritise workloads of self to meet strict deadlines * Ability to generate and implement new ideas, alternative options and develop realistic and practical solutions * Ability to build strong and trusting relationships with suppliers, clients, customers and colleagues * Use strong influencing and negotiation skills to build on and create new strategic partnerships across the organisation and externally * Experience of analysing and interpreting complex information and communicating it appropriately to a range of stakeholders * Excellent IT skills, with ability to use a wide range of IT systems * Ability to collate, critically appraise and present information from a range of sources using excellent analytical skills. * Well-developed verbal and written communication skills, including report writing, presentation and facilitation, able to advise / influence at all levels. * Ability to convey often complex information and guidance in a clear and understandable manner appropriate to the recipient * Ability to build strong and trusting relationships with clients, customers and colleagues * Acting as a role model for the directorate * Able to work flexibly and independently, covering other areas of the department as required.   **Other**  Willingness and ability to travel across county and work from other sites when required |

**Corporate Duties**

Avoid any behaviour which discriminates against your fellow employees, or potential employees on the grounds of their sex, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.

Safeguard at all times confidentiality of information relating to staff and pensioners.

Refrain from smoking in any areas of Service premises.

Behave in a manner that ensures the security of property and resources.

Abide by all relevant Service Policies and Procedures.

**Records Management/ Data Protection -** As an employee of the GMCA, you have a legal responsibility for all records (including employee health, financial, personal and administrative) that you gather or use as part of your work with the Service. The records may be paper, electronic, audio or videotapes. You must consult your manager if you have any doubt as to the correct management of the records with which you work.

**Confidentiality and Information Security -** As a GMCA employee you are required to uphold the confidentiality of all records held by the GMCA, whether employee records or GMCA information. This duty lasts indefinitely and will continue after you leave the GMCA employment. All employees must maintain confidentiality and abide by the Data Protection Act.

**Data Quality -** All staff are personally responsiblefor the quality of data entered by themselves, or on their behalf, on GMCAs computerised systems or manual records (paper records) and must ensure that such data is entered accurately and, in a timely manner, to ensure high standards of data quality in accordance with Departmental protocols.

To ensure data is handled in a secure manner protecting the confidentiality of any personal data held in meeting the requirements of the Data Protection Act.

**Health and Safety -** All employees of GMCA have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable GMCA to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the Service’s undertakings.

**Service Policies -** All GMCA employees must observe and adhere to the provisions outlined in these policies.

**Equal Opportunities -** GMCA provides a range of services and employment opportunities for a diverse population. As a GMCA employee you are expected to treat all employees / partners / members of the public and work colleagues with dignity and respect irrespective of their background