



Job Description

Post Title: Assistant Procurement Lead Officer

Directorate: Finance and Business Hub

Reports to: Senior Procurement Lead Officer

Direct Reports: 0

Salary Band: SP27-31

Key Relationships: Procurement team, relevant directorates in your designated area

Role Purpose

To drive compliance and value for money across the organisation by leading on a suite of key, in-depth cross-cutting projects and procurements that are fundamental in supporting the organisation's priorities.

The role will additionally oversee procurement set up through to delivery in collaboration with colleagues within procurement, across the organisation and a wide range of external stakeholders, with a focus on end-to-end communications, stakeholder engagement, continuous improvement and effective delivery in line with customer requirement and timescales.

Responsibilities

- Lead and support on the development and implementation of agreed procurement processes that are core and align to business priorities in order to deliver best value, innovation and robust contractual arrangements.
- Manage the procurement portfolio for allocated support areas, specifically on infrastructure and corporate services categories.
- Report regularly on the progress and outcomes of key procurements which are core to planning and delivery, at procurement pipeline reviews, associated meetings and Boards.

- Ensuring that all project/procurement documentation is appropriately stored in SharePoint and the Procurement E-tendering Portal and accessible as required.
- Maintain and monitor delivery of procurements within the Procurement Tracker, including identifying potential opportunities for aggregation of demand, consolidation of goods and services and the supplier base and explore collaborative working opportunities.
- Develop, implement and maintain robust procurement processes, procedures and systems ensuring that aims and objectives are satisfactorily met and evidenced.
- Coordinate regular performance and stakeholder meetings and provide Secretariat support.
- Provide support to the Procurement Team engaging with lead stakeholders such as, legal, finance, suppliers and framework holders as required.
- Support the Procurement Team in the production of reports and present information around performance of progress on direct portfolio to stakeholders including senior managers and directors at the WMCA.
- Support the Procurement Team with coordination of Governance Reports, including key stakeholder comments, verification and authorisation of costs and relevant approvals to meet delivery timeframe.
- Highlight any procurement risks or potential corporate strategic risks to the relevant procurement and stakeholder lead.
- Build and maintain effective working relationships with the Procurement Team, key internal and external stakeholders, in order to deliver the organisations priorities and objectives.
- Actively searches for, and promotes collaborative, lean and innovative working practices across the WMCA landscape
- Raise the profile of procurement through the increase of cross-functional team working and networking with internal customers and stakeholders.
- Ensure appropriate Governance is in place by:
 - Ensuring compliance with the Public Contract Regulations, WMCA Constitution, WMCA Assurance Process, Standing Orders, Financial Regulations, Social Value Policy and Purchasing Procedures and Contracts Manual through the

provision of appropriate advice and guidance to internal customers and key stakeholders.

- Actively promoting best practice procurement techniques within the stakeholder community to enhance a value for money culture.
- Ensuring that appropriate audit trails are established per policies and procedures for all procurement-related activity, including adherence to the WMCA Contract Procedure Rules set out within the WMCA Constitution.
- Ensure appropriate systems are fully utilised ranging from inviting quotations/tenders right through to the completion of the P2P by:
 - Promoting the use of the appropriate procure-to-pay systems for activities
 - Promoting use of the e-Tendering portal for all procurement activity
 - Providing advice and guidance on the appropriate use of systems
- Ensure timely delivery of all stages of the procurement process to meet the demands of the business, including;
 - Advertising requirements where/when applicable (e.g., West WMCA's e-tendering portal, Contracts Finder, FTS)
 - Supplier engagement; including use of pre-qualification shortlisting techniques, inviting quotes, proposals and/or tenders ensuring all suppliers are treated fairly and transparently.
 - Supplier evaluation; pre-qualification stage, proposal stage and/or tender stage
 - Bid conditioning and bid clarification as appropriate
 - Award recommendations
 - Liaising with the Legal team to formulate contract and contract documentation for signature
 - Supplier debriefing; and publishing Award Notices (e.g., West WMCA's e-tendering portal, Contracts Finder, FTS)

Person Specification

Experience	<i>Please specify (X) whether the experience required is Essential (E) or Desirable (D)</i>		Assessment Method		
	E	D	App*	Int**	Other***
Purchasing/Procurement processes is essential; demonstrates experience of leading purchasing processes and supporting on tender processes; formulating Invitation to Tender documentation, evaluating tender responses, undertaking bid conditioning and bid clarification, debrief of suppliers, awarding contracts, managing supplier relationships.	X		X	X	
Experience of working effectively with stakeholders to achieve and communicate shared goals	X		X	X	
Previous experience working with Public Sector Procurement Regulations		X	X		
Experience of computerised financial systems		X	X		
Experience of e-tendering systems		X	X		
Experience of advising and influencing senior management to accept procedures, systems, governance and methods of working	X		X	X	
Skills/Knowledge/Abilities	E	D	App	Int	Other
Ability to build credibility with key stakeholders and obtain their 'buy in'	X		X	X	
Able to effectively present information with a strong attention to detail	X		X	X	
Effective time management skills and ability to work independently as well as a member of a cross-functional team is essential	X			X	
Ability to manage multiple priorities under pressure, troubleshoot, and to meet short and long-term deadlines	X		X	X	
Strong analytical and problem-solving skills	X			X	
Proficiency using Microsoft Office, Outlook and similar systems	X		X		
Qualifications/ Professional Memberships	E	D	App	Int	Other
A Member of the Chartered Institute of Purchasing and Supply at MCIPS level		X	X		

*Application

**Interview

*** Details will be shared at interview stage

Core Expectations

Our culture is underpinned by what we do and how we do it. Our behaviours outline the ways we need to work to deliver success, become truly inclusive, and make the organisation somewhere where everyone can give their best contribution.

Value	Competency	Behaviour
Collaborative	Team Focused	Works as part of team, managing and leading.
	Service Driven	Customer, resident and partner focussed.
Driven	Empowered & Accountable	Takes ownership and leads when needed.
	Performance Focused	Ambitious and going the extra mile.
Inclusive	'One Organisation' Mindset	Believe in each other's expertise.
	Open & Honest	We do what we say we are going to do.
Innovative	Forward Thinking	Embrace change and open to new possibilities.
	Problem Solving	Go for clear and simple whenever possible.

Health and Safety

All employees have a duty to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work; and co-operate with their employer so far as is necessary to enable it to successfully discharge its own responsibilities in relation to health and safety.

Equality and Diversity

To promote and champion equality and diversity in all aspects of the role

Learning and Development

To participate in and take responsibility of any learning and development required to carry out this role effectively.

Performance Management

To actively engage in the performance management process and take responsibility for managing performance outcomes.

GDPR (General Data Protection Regulation)

To ensure the reasonable and proportionate protection, processing, sharing and storing of WMCA information in accordance with the relevant legislation, corporate policies, and in the best interests of the data subjects (Data Protection/GDPR), the WMCA, our partners, and the West Midlands, in all aspects of the role.

Other

There may be a requirement to work outside normal office hours on occasion to meet work deadlines, give presentations, attend meetings etc., including a requirement to work within stakeholder and partner offices within the WMCA Constituent area on a regular basis