



## Job Description

<b>Job Title:</b>	Procurement Manager
<b>Directorate/Team:</b>	Chief Executive/Legal & Governance
<b>Location:</b>	16 Summer Lane or other site/location
<b>Responsible to:</b>	Senior Procurement Manager
<b>Responsible for:</b>	0
<b>Key working relationships:</b> (internal)	Procurement team, relevant directorates in your designated area
<b>Key working relationships:</b> (external)	

### Purpose of the Post

The role will be responsible for leading and managing complex and strategic collaborative and local procurement projects to ensure their effective delivery in line with customer requirement and timescales.

### Accountabilities

- Accountable for leading and managing the procurement function to deliver effective sourcing strategies that align with organisational priorities and achieve best value, innovation and robust contractual outcomes.
- Accountable for overseeing the end-to-end delivery of procurement activity across allocated categories, ensuring procurement plans, timelines and outputs meet business requirements.
- Accountable for ensuring all procurement activity complies with relevant legislation, governance frameworks, financial regulations and organisational policies, with appropriate audit trails and assurance in place.
- Accountable for building and maintaining effective relationships with internal stakeholders, suppliers and partners to support collaborative working, successful contract mobilisation and high levels of supplier performance.
- Accountable for promoting continuous improvement, value-for-money culture and best-practice procurement approaches, including effective use of systems, market engagement and performance management.

### Responsibilities

Strategic

- Provide innovative strategic advice and develop and implement appropriate procurement sourcing strategies that align to business priorities in order to deliver best value, innovation and robust contractual arrangements.
- 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.
- Management of the procurement portfolio for allocated support areas, specifically leading and delivering results on infrastructure and corporate services categories.
- Work with Directorates to ensure that there is always a current and appropriate procurement strategy and delivery plan for forthcoming works, including leading on all procurement plans and strategies.
- Liaise with internal customers, key stakeholders and members of the Procurement team to identify potential opportunities for aggregation of demand, consolidation of goods and services and the supplier base, and explore collaborative working opportunities.
- Develop and implement appropriate strategies that seek to ensure best practice tools and techniques and market engagement methods are implemented (e.g. supplier preferencing, supply positioning), security of supply, best value is achieved and Innovation is embraced
- Work flexibly and with integrity to meet the needs of the WMCA and the Finance and Business Hub function.

### People

- Develop and maintain appropriate relationships with internal customers, key stakeholders, and public, private and third sector suppliers; develop relationships with partner authorities and other government bodies where appropriate.
- Raise the profile of procurement through the increase of cross-functional team working and networking with internal customers and stakeholders.
- Develop and maintain appropriate relationships with internal customers and key stakeholders through attendance at appropriate meetings.
- Liaise with internal customers, key stakeholders and members of the Procurement team to support effective delivery of procurement activity.

### Operational

- Support mobilisation post contract award by leading on specific contract management processes, supplier relationship management, ongoing performance management and specific contract implementation meetings and processes (including grant funding processes).
- Ensure all tender instructions provided to suppliers are clear and transparent, specifically for complex tenders, ensuring that providers are clear on how funding and contracts will be awarded and monitored.
- Ensure appropriate systems are fully utilised ranging from inviting quotations/tenders to raising through to payment of invoices by:
  - Promoting the use of appropriate procure-to-pay systems
  - Promoting use of the e-Tendering portal for all procurement activity
  - Providing advice and guidance on the appropriate use of systems
- Ensure contract databases are developed and kept current for areas of responsibility, including measuring supplier KPIs and ongoing performance management.
  - Allocate appropriate resources to undertake all aspects of the procurement process including:
  - advertising requirements where/when applicable (e.g. WMCA e-Tendering portal (Bravo Solution), GPA, Contracts Finder)
  - supplier engagement, including pre-qualification, quotes, proposals and tenders
  - supplier evaluation at all stages
  - obtaining references, site visits and interviews
  - bid conditioning and clarifications
  - award recommendations
  - compiling and issuing contractual documentation
  - supplier debriefing
  - contract review meetings and performance monitoring
- Ensure timely delivery of all stages of the procurement process to meet the demands of the business.

### Financial

- Provide innovative strategic advice and sourcing strategies to deliver best value.
- Ensure supplier performance is monitored through KPIs and ongoing performance management.
- Ensure funding, contract award and monitoring arrangements are clearly defined and communicated to suppliers.
- Ensure Value for Money and follow the appropriate governance processes for dealing with any financial activities.

#### Other

- Ensure appropriate governance is in place by:
  - Ensuring compliance with the WMCA Constitution, Assurance Process, Standing Orders, Financial Regulations, Social Value Policy, Purchasing Procedures and Contracts Manual
  - Providing advice and guidance to internal customers and stakeholders
- Provide advice and guidance relating to procurement regulations and identify key areas of risk to potential procurement strategies.
- Ensure appropriate audit trails are established for all procurement-related activity, including adherence to the WMCA Social Value Policy and Contract Procedure Rules set out in the WMCA Constitution.
- Represent the WMCA in a professional manner.
- Undertake such tasks as may reasonably be expected commensurate with the scope and level of the role.

### Person Specification

Candidates/post holders will be expected to demonstrate the following:	Essential / Desirable		How Evidenced?		
	E	D	A*	I*	T*
<b>Experience</b>					
Purchasing experience is essential; demonstrates the ability to develop procurement strategies (using appropriate tools and techniques), lead on engaging and evaluate tender responses, undertake bid conditioning and bid clarification, debriefs suppliers, award contracts, manage supplier relationships, supplier performance and undertake supplier and contract management activities.	X		X		
Strategic sourcing knowledge and experience	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 influencing senior management to accept and endorse proposals, procedures, systems and methods of working	X		X	X	
<b>Skills / Knowledge</b>					
Ability to build credibility with key stakeholders and obtain their 'buy in'	X		X	X	
Able to effectively present information, proposals and ideas whilst engaging the audience and clearly communicating the benefits of change	X		X	X	
Communicate and negotiate with third parties, external stakeholders and others with a relationship with WMCA to ensure the optimum outcome	X			X	
Track record of ability to deliver against targets	X			X	
Proficiency using Microsoft Office, Outlook and similar systems	X		X		
<b>Qualification / Education / Training</b>					
A Member of the Chartered Institute of Purchasing and Supply at MCIPS level		X	X		

\*Key: A = Application, I = Interview, T = Testing/Assessment

### Core Expectations

<b>Health, Safety &amp; Wellbeing</b>	All employees have a duty to take reasonable care for the health, safety, and wellbeing 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, safety, and wellbeing.
<b>Equality &amp; Diversity</b>	Promote and champion equality and diversity in all aspects of the role.
<b>Learning &amp; Development</b>	Participate in and take responsibility of any learning and development required to carry out this role effectively.
<b>Performance Management</b>	Actively engage in the performance management process and take responsibility for managing performance outcomes.
<b>GDPR</b>	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.
<b>Adherence to Policies</b>	Be aware of and comply with all organisation policies.
<b>Matrix Working</b>	Work in a matrix way when required by actively collaborating across traditional boundaries—such as directorates, functions, or geographic areas—to achieve shared goals. Depending on your role, you may contribute to multiple projects or workstreams, often working alongside different teams and leaders.
<b>Business Continuity</b>	All staff should actively participate in business continuity training and exercises when required, ensuring they understand and follow business continuity plans and procedures to maintain organisational resilience during disruptions.
<b>Other</b>	There may be a requirement to work outside normal office hours on occasion, including a requirement to work within stakeholder and partner offices within the WMCA constituent area on a regular basis.

### Values

<b>Collaborative</b>	We work as one organisation, building trust, connection and shared purpose across teams and partners to create the biggest impact for our region.
<b>Inclusive</b>	Every voice matters – we create belonging, fairness and psychological safety so everyone can thrive.
<b>Innovative</b>	We think future and act smarter – embracing curiosity, creativity and continuous improvement to shape the future.
<b>Driven</b>	Focused on impact – leading with clarity, care and courage to deliver meaningful results for the West Midlands.

Our culture is built on collective leadership, where everyone plays a part in shaping how we work and succeed together. Guided by our values, we create an environment where people feel valued, supported and able to contribute their best. Through behaviours grounded in clarity, care and courage, as set out in our Leadership Statement we are making the West Midlands Combined Authority the best place to work and belong.

### Additional Post Requirements

Politically Restricted Post		Disclosure and Barring Service (DBS)				Vetting	
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Basic <input type="checkbox"/>	Standard <input type="checkbox"/>	Enhanced <input type="checkbox"/>	None <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

### Job Evaluation Details

Date Evaluation Agreed	JEP Reference	Grade	Job Family
<b>Position Reference</b>			