



## **Job Description**

**Post Title:** Procurement Lead Officer

**Directorate:** Finance and Business Hub

**Reports to:** Senior Procurement Lead Officer

**Direct Reports:** 0

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

### **Role Purpose**

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.

### **Responsibilities**

- 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.
- Develop and maintain appropriate relationships with internal customers, key stakeholders, and public, private and third sector suppliers; develops relationships with partner authorities and other government bodies where appropriate.
- 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
- 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 tenders 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 Governance is in place by:
  - Ensuring compliance with the 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
  - Providing advice and guidance relating to procurement regulations. Identify key areas of risk to potential procurement strategies
  - Ensuring that appropriate audit trails are established per policies and procedures for all procurement-related activity, including adherence to the WMCA Social Value Policy and the Contract Procedure Rules set out within the WMCA Constitution.
- 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
- Ensure appropriate systems are fully utilised ranging from inviting quotations/tenders to raising through to payment of invoices by:
  - Promoting the use of the appropriate procure-to-pay systems for activities; and
  - Promoting use of the e-Tendering portal for all procurement activity; and
  - Providing advice and guidance on the appropriate use of systems
- Develop and maintain appropriate relationships with internal customers and key stakeholders through attendance at appropriate meetings
- Ensure contract databases are developed and kept current for area(s) of responsibility, including measuring supplier KPI's and ongoing performance management
- 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
  - Innovation is embraced
  
- allocate appropriate resources to undertake all aspects of the procurement process including:
  - advertising requirements where/when applicable (e.g., West WMCA's e-tendering portal (Bravo Solution) GPA, Contracts Finder)
  - supplier engagement; including use of pre-qualification shortlisting techniques, inviting quotes, proposals and/or tenders
  - supplier evaluation; pre-qualification stage, proposal stage and/or tender stage
  - obtaining references, carrying out site visits and conducting interviews as appropriate
  - bid conditioning and bid clarification as appropriate
  - award recommendations
  - compiling of contractual documentation and issue of contract documentation for signature
  - supplier debriefing; and
  - contract review meetings and performance monitoring
  
- Ensure timely delivery of all stages of the procurement process to meet the demands of the business.

## Person Specification

<b>Experience</b>	<i>Please specify (X) whether the experience required is Essential (E) or Desirable (D)</i>		<b>Assessment Method</b>		
	E	D	App* *	Int**	Other***
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/Abilities</b>	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, 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>Qualifications/ Professional Memberships</b>	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