



Job Description

Job Title:	Senior Procurement Manager
Directorate/Team:	Finance and Business Hub
Location:	16 Summer Lane or other site/location
Responsible to:	Procurement Business Partner
Responsible for:	4-5
Key working relationships: (internal)	Procurement team, relevant directorates in your designated area
Key working relationships: (external)	

Purpose of the Post

The Senior Procurement Manager reports to the Procurement Business Partner and will play a key role in improving the on-going performance of the Procurement Team through a continuous improvement programme. You'll lead a team of procurement professionals and is accountable for the delivery of all procurement projects with all Directorates.

They will provide WMCA with best practice procurement advice in relation to complex disciplines and will support the Procurement Business Partner in managing the expectations of key stakeholders and implementing strategic change.

The role holder will be required to present to boards and committees, as required, and will fully support a team of procurement professionals within a fast-paced environment. They will also manage and lead their own portfolio of Procurement projects and tenders.

Accountabilities

- Work with the Procurement Business Partner, actively looking for opportunities to increase value for money across the category, provide input into the strategy, and work with the Business Partner to ensure implementation of new strategic initiatives
- Lead a team to deliver savings opportunities, ensuring that objectives and success criteria are identified and delivered in line with client expectations.
- Establish appropriate demand management processes across WMCA to record and maintain a pipeline of current and forthcoming tender activity
- Drive the delivery of Social Value and Real Living wage into all procurement strategies, tender documents and contracts.
- Promote importance of procurement across business units and best practice through continuous improvement so that procurement processes are effective in delivering WMCA's objectives;
- Advise on applicable EU and UK procurement legislation and developments, applicable government policies and procurement routes; to ensure that all activities comply with regulations;
- Ensure Procurement Team objectives and personal development plans are established and monitored in order to meet WMCA's Business Objectives and comply with WMCA's Individual Performance Management (IPM) requirements.
- Act as a procurement lead for areas of the business and will be required to conduct tender activity in line with Public Sector Procurement regulations

Responsibilities

Strategic

- Ensuring appropriate Governance is in place and compliance with:
 - WMCA Constitution
 - Assurance Process
 - Standing Orders
 - Financial Regulations
 - Social Value Policy
 - Purchasing Procedures and Contracts Manual
- Actively promoting best practice procurement techniques to enhance a value-for-money culture
- Providing procurement strategy advice, including identifying key areas of procurement risk
- Leading and managing a portfolio of Procurement projects
- Managing multiple work streams in business critical areas at different stages of development

People

- People management responsibilities, including:
 - Setting, monitoring, and documenting objectives in line with WMCA IPM guidance
 - Implementing staff development programmes, training, mentoring, and action plans
 - Addressing performance and conduct issues promptly
 - Managing staff absence (including sickness) and maintaining records
 - Addressing personal staff issues sensitively and confidentially
 - Responsibility for staff health and safety, training, and compliance with policies
- Supporting the team with prioritisation of deliverables and objectives

Operational

- Full end-to-end procurement delivery, including:
 - Advertising requirements (e.g. WMCA e tendering portal, GPA, Contracts Finder)
 - Supplier engagement, shortlisting, and pre-qualification
 - Inviting and managing quotations, proposals, and tenders
 - Supplier evaluation at all stages
 - References, site visits, interviews
 - Bid clarification and conditioning
 - Award recommendations
 - Contract documentation and issuing contracts for signature
 - Supplier debriefing, contract review meetings, and performance monitoring
 - Ensuring timely delivery of all procurement stages
 - Ensuring systems are fully utilised from tendering to invoice payment
- Developing and maintaining workload databases

Financial

- Promoting and ensuring **value for money** in procurement activities
- Ensuring compliance with **Financial Regulations**
- Overseeing procurement activities through to **payment of invoices**
- Ensuring proper **audit trails** for all procurement-related activity
- Developing and maintaining workload databases that support financial and delivery oversight
- Ensure Value for Money and follow the appropriate governance processes for dealing with any financial activities.

Other

- Promoting the use of:
 - Appropriate procure-to-pay systems
 - E-Tendering portals for all procurement activity
- Providing guidance on the appropriate use of procurement systems and portals
- Ensuring appropriate audit and compliance evidence is established and maintained
- Providing advice and guidance to internal customers and stakeholders on procurement rules and processes
- 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*
Experience	E	D	A*	I*	T*
Purchasing experience is essential; demonstrating 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	X	
Experience of managing a team	X		X	X	
Demonstrable commercial awareness.	X		X	X	
Strategic sourcing knowledge and experience	X		X	X	
Previous experience working with Public Sector Procurement Regulations	X		X		
Experience of e-tendering systems	X		X	X	
Skills / Knowledge	E	D	A*	I*	T*
Ability to build credibility with key stakeholders and obtain their 'buy in'	X		X	X	
Experience of influencing senior management to accept and endorse proposals, procedures, systems and methods of working	X		X	X	
Able to effectively present information, proposals and ideas whilst engaging the audience and clearly communicating the benefits of change	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		
Report writing skills, presenting, commercial analysis and negotiating skills;	X		X	X	
Communication skills along with the confidence to interface with senior colleagues and stakeholders internal and external to WMCA	X			X	
Qualification / Education / Training	E	D	A*	I*	T*
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	
Health, Safety & Wellbeing	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.
Equality & Diversity	Promote and champion equality and diversity in all aspects of the role.
Learning & Development	Participate in and take responsibility of any learning and development required to carry out this role effectively.
Performance Management	Actively engage in the performance management process and take responsibility for managing performance outcomes.

GDPR	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.
Adherence to Policies	Be aware of and comply with all organisation policies.
Matrix Working	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.
Business Continuity	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.
Other	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

Collaborative	We work as one organisation, building trust, connection and shared purpose across teams and partners to create the biggest impact for our region.
Inclusive	Every voice matters – we create belonging, fairness and psychological safety so everyone can thrive.
Innovative	We think future and act smarter – embracing curiosity, creativity and continuous improvement to shape the future.
Driven	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
Position Reference			