



Job Description

Job Title:	Strategic Lead – Social Value and Sustainable Procurement
Directorate/Team:	Strategy, Economy and Net Zero
Location:	16 Summer Lane or other site/location
Responsible to:	Head of Research, Intelligence and Inclusive Growth & Head of Procurement
Responsible for:	N/A
Key working relationships: (internal)	Strategy group; Social Economy Lead; Procurement; Finance; Inclusive Growth; Strategy, Inclusive Communities
Key working relationships: (external)	Social value system provider(s); Social Value and Procurement officers across the West Midlands CA Local Authorities; Social Economy Lead and social economy organisations; Race Equality Task Force; Homelessness Task Force

Purpose of the Post

This role sits across both the Procurement and the Strategy, Economy and Net Zero teams. The purpose of this role is to work with WMCA officers and key stakeholders including local authorities, providers, social economy organisations, the community and voluntary sector to develop our Social Value Framework and ensure its success through the delivery of Social Value objectives and outcomes. The postholder would need to ensure a collaborative approach across the whole organisation and with key regional partners.

Accountabilities

- The provision of a high quality, fit-for-purpose social value strategy, approach, and system for sustainable procurement for the West Midlands Combined Authority area aligned to the West Midlands Inclusive Growth Framework.

Responsibilities

Strategic

The post will be responsible for establishing a robust and coordinated combined authority-wide approach to the coordination and monitoring of employment and community benefits secured through our procurement.

- Lead and manage work on social value and sustainable procurement, prioritising the development and implementation of a social value strategy, and sustainable procurement policy with a focus on scope 3 emissions reduction.
- Sit across both the Procurement and Inclusive Growth teams, working closely with colleagues in both to manage the Combined Authority's approach to social value and sustainable procurement. The role would also work closely with the Inclusive Communities team to ensure PSR outcomes.

<ul style="list-style-type: none"> Lead on the development, maximisation and monitoring of social value outcomes and carbon costs within our procurements to deliver inclusive growth across the breadth of WMCA services.
People
<ul style="list-style-type: none"> Engage with other national and regional networking on social value and sustainable procurement matters including professional development through conferences and similar, as appropriate. Write briefing documents as needed to support Executive Board members and / or the Mayor. Line manage operational members of staff as appropriate
Operational
<ul style="list-style-type: none"> To act as an expert resource for social value and sustainable procurement. Including target setting, statutory requirements, delivery, and monitoring and reporting in the area of procurement. To work closely with the Single Assurance Framework (SAF) team to ensure social value outcomes are built into all CA projects and programmes from the beginning. Provide practical and technical advice to clients on maximising social value and sustainability of procurements, including strategy development, measurement and valuation. Contribute to tenders, tender preparation and tender evaluation. Develop and maintain strategic relationships with the Social value system provider(s) and key Social Value Officers across Local Authority partners.
Financial
<ul style="list-style-type: none"> N/A
Other
<ul style="list-style-type: none"> Develop and promote case studies and good practise guidance within the wider CA as well as externally through various Social Value forums. In each of the above drafting of relevant policy documents and presentations as required, scheduling of key internal and external meetings, and functioning as a central point of contact for colleagues to resolve issues relating to social value or sustainable procurement.

Person Specification					
Candidates/post holders will be expected to demonstrate the following:	Essential / Desirable		How Evidenced?		
	E	D	A*	I*	T*
Experience					
Experience of social value at a senior level and a good understanding of procurement functions and complex public sector environments.	X				
Experience of stakeholder management with the ability to develop, maintain, and strengthen partnerships and evidence of collaborating, negotiating and influencing to achieve shared goals.	X				

Experience of writing high quality documents and presentations.	X				
Experience of leading and conducting monitoring and evaluation.	X				
Skills / Knowledge	E	D	A*	I*	T*
Good understanding of the current social value landscape for public sector bodies.	X				
Understanding of local government and public sector environment		X			
Knowledge of social value articulation, measurement and valuation					
Strong ability to build relationships with internal and external partners.	X				
Ability to support in the preparation of bids	X				
Verbal communication and written communication skills.	X				
Organisational and time management skills to ensure projects are delivered on time.	X				
Ability to use core Microsoft Office software to draft high quality documents and presentations as required	X				
Ability to understand strategic thinking and bring structure to complex issues while ensuring colleagues are aligned	X				
Qualification / Education / Training	E	D	A*	I*	T*
Degree-level qualification or equivalent experience with evidence of on-going professional development.	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.
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		
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 Focussed	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.

Additional Post Requirements									
Essential Car User		Politically Restricted Post		Disclosure and Barring Service (DBS)				Vetting	
Yes <input type="checkbox"/>	No <input type="checkbox"/>	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
	JEP563	46-50	