



Job Description

Post Title: Senior Procurement Lead Officer

Directorate: Finance and Business Hub

Reports to: Procurement Business Partner

Direct Reports: Procurement Lead Officers, Assistant Procurement Lead Officers, Procurement Administrators

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

Role Purpose

Procurement supports activity across, Metro, Rail, activities of WMCA. There are also projects related to 5G, Electric Vehicles and potential for involvement in other unusual project activities as they arise.

The Senior Procurement Lead Officer 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 (Duties):

- Ensure appropriate Governance is in place by:
 - Ensure 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 promote best practice procurement techniques within the stakeholder community to enhance a value for money culture
 - Provide advice and guidance relating to procurement regulations. Identify key areas of risk to potential procurement strategies
 - Ensure that appropriate audit trails are established per policies and procedures for all procurement-related activity
- Ensure appropriate systems are fully utilised ranging from inviting quotations/tenders 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 and portals
- Manage multiple work streams in business-critical areas, at different stages of development
- Ensure workload databases are developed and kept current and support the team with prioritisation of deliverables and objectives
- Lead and manage a portfolio of Procurement projects and 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.
- People Management including:
 - Ensure objectives are set and monitored to schedule and are well documented in line with WMCA's IPM guidance;
 - Staff development programme in place and action plans are implemented (including any training and mentoring requirements);
 - Address performance and conduct issues promptly; ensuring appropriate action plans are in place;
 - Responsible for the health and safety of Procurement Team members; ensuring appropriate health and safety training and development is provided as defined in appropriate WMCA policies;
 - Manage staff absence (including sickness absence); maintaining up to date records; and
 - Address personal staff issues promptly and sensitively; ensuring confidentiality is maintained.

Person Specification

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