

Job Description

Job Title:	Procurement Business Partner
Directorate/Team:	Law & Governance
Location:	16 Summer Lane
Responsible to:	Head of Procurement
Responsible for:	Senior Procurement Lead Officer(s)
Key working relationships: (internal)	Multiple teams across finance, transport, legal and governance.
Key working relationships: (external)	Supply Chain, Local Authorities and Government

Purpose of the Post

Responsible to the Head of Procurement and support with leading, shaping and developing a team of procurement professionals who are accountable for the delivery of all procurement projects with all Directorates.

Accountabilities

Responsible for leading and developing requisite procurement strategies, ensuring a compliant approach which is aligned with best practice.

To develop a team and engage with external stakeholders to drive the vision through early involvement.

Provide a proactive, solutions-focused procurement service for specified business teams and areas within the West Midlands Combined Authority (WMCA) on all commercially impacting procurement related matters with the ability to manage a varied, complex Procurement workload and changing priorities.

Responsibilities

Strategic

- Act as a senior point of contact for specified business leadership teams and external stakeholders, and lead on various initiatives to achieve the strategic and operational procurement aims of the WMCA.
- Provide a strategic thinking, adaptability and flexibility of approach to lead and support within the specialism of procurement to maximise commercial, partnership and enabling opportunities that inform and establish a culture of excellence.
- Strive for continuous improvement within the designated service areas and benchmark performance against local and national expectations.
- Key in developing the procurement strategy for the directorate.

People

- Represent the WMCA at monthly stakeholder briefings, providing advice and direction to peers at local authorities.
- Lead and manage the Senior Procurement Leads helping them to ensure their development needs and those of their teams are met and that their potential is realised.

Operational

- Ensure compliance, with relevant legislation PCR 2015, Government Procurement Agreement (GPA), WMCA constitution and procurement policies and procedures manual.

• Manage and develop plans to enable the example team to understand and achieve key milestones. • Research best practice, and implement amendments where required, to enable the WMCA procurement practices to remain market aligned. • Provide accurate and up to date monthly progress reports to the Head of Procurement • Write detailed reports, effectively capturing all required updates. • Lead on engaging and identifying future pipeline and tendering requirements
Financial
• Liaise regularly with the Stakeholder, Procurement, Finance and Legal departments to ensure that project delivery runs to time, cost and is compliant. • Deliver the Procurement Savings and Efficiency targets. • Oversee tendering and award compliance • Ensures Value for Money and follows the appropriate governance processes for dealing with any financial activities
Other
• Deputise and support the Head of Procurement when required • Represent WMCA in a professional manner at all times. • 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?		
Experience	E	D	A*	I*	T*
Experience of managing a team	X		X	X	
Demonstrable commercial outlook	X		X	X	
Commercial/Procurement experience, demonstrating the ability to develop procurement strategies (using appropriate tools and techniques)	X		X	X	
Previous experience working with Public Procurement Regulations	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	
Able to effectively present information, proposals and ideas whilst engaging the audience and clearly communicating the benefits of change	X		X	X	
Ability to communicate and negotiate with third parties, external stakeholders and others with a relationship with WMCA to ensure the optimum outcome	X		X	X	
Track record of ability to deliver against targets	X		X	X	
Proficient in using Microsoft Office, Outlook and similar systems	X		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	X		X	X	
Knowledge of relevant legislative frameworks. (PCR2015, PA2023 etc)	X		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	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 ☐	No ☐	Yes ☐	No ☐	Basic ☐	Standard ☐	Enhanced ☐	None ☐	Yes ☐	No ☐

Job Evaluation Details

Date Evaluation Agreed	JEP Reference	Grade	Job Family