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| **Job Description** | |
| **Job Title:** | Contract & Compliance Business Partner |
| **Directorate/Team:** | Finance and Business Hub |
| **Location:** | 16 Summer Lane |
| **Responsible to:** | Head of Procurement |
| **Responsible for:** | Senior Contract and Compliance Officer |
| **Key working relationships:**  (internal) | Multiple teams across finance, transport, legal and governance. |
| **Key working relationships:**  (external) |  |
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| **Purpose of the Post** | |
| Responsible to the Head of Procurement and support with leading, shaping and developing a team of contract & compliance professionals who are accountable for compliance of all contracts in regard to the Procurement Act 2023, across all Directorates. | |
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| **Accountabilities** | |
| Responsible for leading and developing an organisational-wide approach to contract management, ensuring compliance and aligning with best practice.  To develop a team and engage with stakeholders to drive a new approach to contract management and compliance across the organisation.  Provide a proactive, solutions-focused contract compliance service for specified business teams and areas within the West Midlands Combined Authority (WMCA). | |
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| **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 contract management 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. * Own and periodically review the contract management strategy/framework for the organisation. | |
| **People** | |
| * Represent the WMCA at monthly stakeholder briefings, providing advice and direction to peers at local authorities. * Lead and manage the Senior Contract & Compliance Officer, helping them to ensure their development needs and those of their team are met and that their potential is realised. * Work with all directorates by facilitating meetings, workshops, and learning sessions to upskill the organisation. | |
| **Operational** | |
| * Ensure compliance, with relevant legislation PCR 2015, PA 23, WMCA constitution, contract procedures manual and the contract management framework. * 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 commercial 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 contractual requirements. | |
| **Financial** | |
| * Liaise regularly with the Stakeholder, Procurement, Finance and Legal departments to ensure that contract delivery runs to time, cost and is compliant**.** * Identify and deliver savings and efficiencies from maximising opportunities to improve contract arrangements and management. * Oversee and responsible for all post-award compliance with the Procurement Act 2023. * 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. | |

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| **Person Specification** |

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| 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 |  |  |  |  |
| Demonstrable commercial outlook | X |  |  |  |  |
| Commercial experience, demonstrating the ability to develop contract management strategies (using appropriate tools and techniques) | X |  |  |  |  |
| Effective collaboration with internal teams, with a view of developing and improving the service. | X |  |  |  |  |
| **Skills / Knowledge** | **E** | **D** | **A\*** | **I\*** | **T\*** |
| Ability to build credibility with key stakeholders and obtain their ‘buy in’ | X |  |  |  |  |
| Able to effectively present information, proposals and ideas whilst engaging the audience and clearly communicating the benefits of change | X |  |  |  |  |
| Ability to communicate and negotiate with third parties, external stakeholders and others with a relationship with WMCA to ensure the optimum outcome | X |  |  |  |  |
| Track record of ability to deliver against targets | X |  |  |  |  |
| Proficient in using Microsoft Office, Outlook and similar systems | X |  |  |  |  |
| Report writing skills, presenting, commercial analysis and negotiating skills | X |  |  |  |  |
| Communication skills along with the confidence to interface with senior colleagues and stakeholders internal and external | X |  |  |  |  |
| Knowledge of relevant legislative frameworks. (PCR2015, PA2023 etc) | X |  |  |  |  |
| Ability to understand complex technical or legislative information and relay this back to non-specialist colleagues. | X |  |  |  |  |
| **Qualification / Education / Training** | **E** | **D** | **A\*** | **I\*** | **T\*** |
| Degree or equivalent in relevant field (e.g. MCIPS). | X |  |  |  |  |
| Evidence of continued professional development. | x |  |  |  |  |

**\*Key: A** = Application, **I** =Interview, **T** = Testing/Assessment

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| **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. |

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| **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. |

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| **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 |

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| **Job Evaluation Details** | | | |
| **Date Evaluation Agreed** | **JEP Reference** | **Grade** | **Job Family** |
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