

ROLE DESCRIPTION

Job Title	Senior Procurement Business Partner
Salary Band	SCP 41 - 43 (£52,769 - £55,853)
Reporting to	Procurement Manager
Directorate	Resources
Team	Procurement
Political Restriction	No

1. Primary Purpose of the Post
<ul style="list-style-type: none"> • To work alongside Directorates to support/influence procurement strategies and pipelines of procurement activity to deliver maximum value • To strategically manage, lead and influence, defined areas of spend within the Combined Authority for all aspects of procurement and demand management • To support the Procurement Manager in the provision of a high-quality procurement service to the organisation and support the management of the Procurement team and all its functions. • To support the Procurement Manager in improving the efficiency and effectiveness of the procurement function • Business partnering with key stakeholders across the organisation to effectively plan, prepare and deliver procurement activity to support the procurement plan • To provide effective category management of all procurement activity across the organisation relating to the allocated category of expenditure, delivering recurring cost efficiencies, best value and continuous improvement. • To develop and implement organisational policies around the procurement process to develop effective procurement and efficiencies within the organisation • Conduct spend analysis and review reports (to the Combined Authority, its Committees, Merseytravel and Delegated Decisions) to better advise client departments and the organisation upon spend decisions
2. Your responsibilities
<ul style="list-style-type: none"> • To provide a Procurement Business Partner approach to develop and lead specific procurement strategies and procurement programme for defined areas of spend • To provide comprehensive, relevant and high value insight into all procurement and commercial aspects of specific spend areas • Encourages ideas, improvements, and measured risk-taking to deliver better approaches and services. • Lead on the liaison with clients, using market intelligence and management information, to develop and implement category plans and strategies for categories of



goods/works and/or services which use innovation and creativity to manage demand, deliver efficiency savings, service improvements and strategic procurement objectives.

- Identify cost effective ways to develop and improve performance practise and use of resources across the organisation by reviewing existing procurement practices and analysing financial, market and management information.
- Contribute to and implement the Procurement Strategy for both the specific category and more widely across the organisation by:
 1. Leading on the implementation of and embedding, strategic sourcing and category management as key disciplines across all procurement activities and projects;
 2. Influencing the direction of procurement, normally within the specific procurement category but sometimes on a wider basis;
 3. Ensure that the broader economic, social and environmental outcomes are considered in all procurement activity.
- Advise and lead on complex procurement processes as required and ensure that arrangements are commercially sound and represent the best interests of the organisation and the residents of the Liverpool City Region.
- Contribute towards and develop contract management strategies, tools and techniques for use across the organisation seeking to improve contract performance and supplier relations to gain efficiency benefits.
- Maintain up to date and detailed knowledge of market development in the specific procurement category.
- Develop a pipeline of procurement work through proactive category analysis and business partnering with key commissioners;
- Identify opportunities for aggregation and collaboration with other contracting authorities
- Report on and interpret procurement management information and key performance indicators. Provide regular reporting of spend, procurement activity and performance in specific categories.
- Take a lead role in the support of organisational cross-cutting projects outside of procurement as part of multi-disciplinary project teams to ensure that due regard is taken of commercial factors; the ability and capacity of the market; and commercial risks, to meet the needs of commissioning plans, contract renewal plans and service design.
- Undertake continued professional development to maintain a knowledge and awareness of current legislation, policy, practise and procedures in the post holder field of work and to keep others informed as appropriate. Undertake category specific research as appropriate.

- To liaise, communicate, negotiate and consult with senior managers and staff, other public sector organisations and external organisations.
- Manage procurement staff undertaking a wide range of procurement projects and tasks delivering compliant and cost-effective procurement projects for the specified category.
- Undertake coaching, mentoring and performance management of direct reported staff.
- Ensure that procurement policies, processes and documentation are fit for purpose
- Support both innovative and major development projects on behalf of the Organisation. These projects will make significant contribution to regeneration within the Liverpool City Region. This will require bespoke solutions to procurements to secure client and regional objectives whilst remaining compliant with relevant procurement legislation
- Develop, communicate and promote the purpose, values and vision of improved procurement across the organisation and with stakeholders
- Deliver bespoke training to the Organisation in all aspects of procurement
- Support the Procurement Manager to manage the team of procurement officers and ensure the provision of a high-quality procurement support function
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- Ensure all procurements adhere to public procurement legislation

3. General Corporate Responsibilities

- To comply with and promote social value, equality and diversity, health and safety in accordance with policies and legal requirements.
- To abide by the Committee of Standards on Public Life 'The Seven Principles of Public Life', also known as the 'Nolan Principles'.
- To effectively manage resources to meet business objectives;
- Managing the procurement process including the evaluation process.
- Managing risk within the procurement process.
- Managing resources to undertake the evaluation process.
- It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements and with Standing Orders and Financial Regulations of the Combined Authority, and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice, and the Combined Authority's safety plan.

This job description is not intended to be prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.

PERSON SPECIFICATION

Job Title: Procurement Business Partner

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
Chartered Institute Procurement and Supply (Level 4 or above) qualification or equivalent and public sector procurement experience	E	A

Experience and knowledge	E = Essential D = Desirable	Identified By
Knowledge and experience of Public Procurement Regulations	E	A/I
Proven track record in a public sector procurement role	E	A/I
Experience in the use of Microsoft Office and related packages, particularly Word, Excel and presentation software	E	A/I
Experience of developing effective working relationships with key stakeholders	E	A/I
Experience in the use of e-procurement	E	A/I
Experience in developing and implementing spend/supplier category and management strategies	E	A/I
Management of individual categories of spend	E	A/I

Skills and abilities	E = Essential D = Desirable	Identified By
Excellent level of written and verbal communication skills including report writing with a high attention to detail	E	A/I
Excellent relationship management skills with the ability to quickly establish partnerships and constructive working relationships at all levels	E	A/I
High levels of initiative with the ability to meet deadlines and prioritise own work, as well as working effectively as part of a team to meet changing demands	E	A/I
Ability to critically analyse and evaluate a broad range of data from a variety of disciplines and present in a useable format	E	A/I
Able to quickly establish professional credibility and promote the procurement function as a strategic enabler of business transformation	E	A/I

Able to work with commissioners and stakeholders to ensure that external spend has maximum opportunity to deliver best value for money and associated benefits	E	A/I
Able to develop and use documented policies and procedures paired with an understanding of Equality and Diversity, Modern Day Slavery and the impacts of sustainability in relation to procurement	E	A/I
Excellent interpersonal skills, with an ability to manage team members and external stakeholders effectively	E	A/I
Excellent time management with an ability to meet assigned timelines	E	A/I
Demonstrate effective behaviours in conducting commercial negotiations that will generate positive outcomes for our organisation	E	A/I
Effective in the use of project monitoring and control processes or systems to ensure the delivery of quality and cost for procurement projects	E	A/I
To work with senior managers to assist with improvements and streamlining of processes to reduce cost	E	A/I
Explain to commissioners and other stakeholders the different structures that can be adopted for procurement and supply activities while recognising their strengths and weakness	E	A/I
To motivate and support Procurement Officers and Senior Procurement Officers	E	A/I
Deliver presentations/training to commissioners/stakeholders	E	A/I/P

Personal Attributes	E = Essential D = Desirable	Identified By
Willingness to undertake training and development opportunities	E	A

Key to Assessment Methods:

**Please specify for each criterion, column to be removed for external posting.*

KO – Knockout question	A - Application	P – Presentation	T - Test
FQ – Filter Question	I – Interview	E – Exercise	AC – Assessment



**LIVERPOOL
CITY REGION**
COMBINED AUTHORITY

METROMAYOR
LIVERPOOL CITY REGION