

ROLE DESCRIPTION

Job Title	Procurement Business Partner Franchising
Salary Band	SCP 37-40
Reporting to	Procurement Category Lead/Commercial and/or Finance Manager – Franchising
Directorate	Resources
Service Area and sub area	Finance, Risk and Procurement Services
Political Restriction	No

1. Primary Purpose of the Post

The post holder will:

- Develop an integral knowledge of the Franchising or Transport & Construction procurement requirements to enable timelines for delivery to be clearly developed and communicated across all.
- Support the Procurement Category Lead to develop and maintain a coordinated approach towards procurement and contract management;
- Lead Franchising Procurement activity across the category and across the full commercial lifecycle (the entire process, Identification of need, market engagement, sourcing strategy development, ITT, evaluation & contract award)
- Provide procurement support to senior colleagues across the LCRCA, managing and leading the evaluation process and projects and helping to inform procurement strategy.
- Drive continuous improvement across the Procurement Function Policies & Processes.

2. Your responsibilities

The post holder will:

Category Management

- Leading on high-risk procurement projects, across Franchising or Transport & Construction ensuring compliance with public procurement legislation and conducting procurements in accordance with best practice and case law developments;
- Co-ordinate short- and long-term lead in times for procurement projects to meet contract start times, aligning to Category pipeline;
- Providing procurement support and guidance to senior staff internally and externally;
- Deliver all elements of the Procurement lifecycle through collaboration with Commissioners and requirement leads.
- Undertake benchmarking and cost/risk analysis to provide market intelligence and co-ordinate and compile information, which will inform procurement service development;

Contract Award

- Managing key steps from contract award to contract sign off, to include identification of any risks ahead of contract start.

Communication

- Liaise with a wide range of stakeholders, including partners, bidders, suppliers, legal and other professionals;
- Establish and develop strong working relationships with commissioners, other internal clients and external organisations which will include Directors, Chief Executives and business owners;
- Oversee communication approach utilised for procurement exercises, ensuring potential bidders receive the required information, to facilitate high quality, high value bids, whilst also ensuring LCRCA likewise receive timely responses to questions raised.

Collaboration

- Collaborate with other functions for development of financial & costs models for sourcing and contract delivery;
- Participate in collaborative procurement with external organisations;

Continuous Improvement

- Assist in the delivery of training relating to procurement to both Procurement colleagues and non-Procurement specialists;
- Lead on the establishment of robust contract management arrangements with monitoring of value of money being achieved for contracts;
- Support continuous development of Procurement Function Policies, Processes and achievement against functional Standards.

Leadership

- Lead on procurement and contract processes to ensure best value is obtained
- Demonstrate proactive leadership in planning ahead on forthcoming procurements working closely with commissioners to develop and influence Category pipeline;
- Lead the development of all Procurement documentation, market engagement, sourcing strategy, publication of associated Notices and navigation of appropriate Governance processes.

Reporting

- Preparing a wide range of reports on performance across the Procurement function, including Pipeline, savings, Social Value & performance;

3. General Corporate Responsibilities

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.
- Support and guide Procurement Officers (PO1)

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 equivalent experience in Public Sector Procurement	E	A/I
Commitment to achieve MCIPS or equivalent	D	A/I

Experience and knowledge	E = Essential D = Desirable	Identified By
Knowledge of Public Procurement Regulations, Equality Act and Modern Slavery	E	A/I
Experience in the use of Microsoft Office and related packages, particularly Word, Excel and presentation software	E	A/I
Experience in the use of e-procurement.	E	A/I

Skills and abilities	E = Essential D = Desirable	Identified By
Excellent level of written and verbal communication skills including report writing.	E	A/I
Excellent interpersonal skills and the ability to work as part of a team.	E	A/I
Attention to detail and good numeracy skills	E	A/I
Build and maintain relationships at all levels of an organisation and relationships with external organisations/suppliers	E	A/I
Ability to meet deadlines and prioritise own and staff workloads to meet changing demands	E	A/I
Promotes position and potential influence within the organisation	E	A/I
Develop and use of documented policies and procedures for the procurement function and ensure their application by commissioners and stakeholders	E	A/I
Understanding of the impacts of sustainability, Equality and Diversity, Modern Day Slavery in relation to procurement	E	A/I
Evaluate and select the appropriate approaches that will further the acceptance of objectives and	E	A/I



processes developed by procurement		
Effective management of a supply chain	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, 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
To motivate and support PO1 staff and other stakeholders to achieve their commitment to the work undertaken by procurement	E	A/I
Deliver presentations/training to stakeholders	E	A/I/P

Key to Assessment Methods:

I – Interview	A - Application	P – Presentation
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