



Job Description

POST: : Procurement Business Partner

DEPARTMENT: Financial Resources

REPORTING TO: Head of Procurement

RESPONSIBLE FOR: Procurement Support Staff as required.

GRADE: 6

Main Job Purpose:

Procurement Business Partners work closely with Services to ensure effective procurement solutions are in place and the competence of the Councils with regard to procurement is developed and maintained.

Duties and Responsibilities:

- a) Build and maintain strong and effective relationships with Services and achieve an excellent understanding of their business and the context of this within the Councils Corporate Plan.
- b) Develop and maintain a sound knowledge of relevant provider markets for the Services.
- c) Working collaboratively with Services lead the development of procurement solutions to deliver effective supply arrangements for supplies, services and works which are required to enable the business objectives of the Services to be achieved ensuring that forward commissioning plans are in place and potential providers are effectively engaged.
- d) Develop and implement procurement strategies as required to deliver the commissioning solutions, leading subsequent procurement projects.
- e) Work collaboratively with Services to ensure they are aware of their obligations and responsibilities with regard to Commissioning and Procurement and

- effective governance is maintained with regard to contracts and commissioning and procurement records.
- f) In conjunction with Services ensure that contracts and supplier relationships are managed effectively and the required performance is achieved.
 - g) Work collaboratively with Services to develop an awareness, understanding and competence with regard to good procurement practice enabling the transformation of the Councils approach to one of commissioning for outcomes.
 - h) Provide proactive professional advice and guidance on procurement matters to arrive at solutions that are right for the organisation.
 - i) Undertake ad hoc procurements as required.
 - j) Maintain ongoing development of own professional knowledge taking time to learn from other organisations and translate this into improvements for the Councils business. Ensure own knowledge with regard to relevant legislation and - procurement practice in kept up to date.
 - k) Lead and participate as required in the development and maintenance of procurement policies, strategies, procedures, processes, tools, templates and guidance materials to support the business requirements of the Councils.
 - l) Lead and participate as required to enable the effective delivery of - procurement education events to enable the development of the capability of the Councils.
 - m) Expert user of the Councils eTendering, contract management and purchase pay systems, providing training, education and guidance as required to other users.
 - n) Establish and maintain relationships across Suffolk and Regional relevant professional networks, working alongside procurement colleagues to contribute to the delivery of Suffolk and Regional initiatives.
 - o) As required to operate as Line Manager for procurement support staff.
 - p) Represent the Council as required within own specialism.
 - q) Any other duties of a similar nature as required enabling the effective operation of the Procurement Team.

Does this job require a DBS check? No

This job will participate in planning for emergencies in terms of response or maintaining business continuity during an emergency. The jobholder will participate in training, exercises, response or recovery or other activities to support the Councils statutory duties in relation to emergencies under Civil Contingencies Act (204). It is expected that when requested to do so the jobholder will temporarily but immediately cease their normal role to support the emergency planning or response activity.

The post holder is required to hold a driving licence as travel between the various Councils sites as well as visits to other organisations and Suppliers' sites will be required where public transport may not be available.

PERSON SPECIFICATION

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively.

REQUIREMENTS The postholder must be able to demonstrate:	MEASURED BY: A Application form I Interview T/P Test/Presentation
EDUCATION/TRAINING <i>(Academic, vocational/professional and other training)</i>	
Chartered Institute of Procurement and Supply (CIPS) qualified, or studying for CIPS qualifications, or has equivalent knowledge gained through experience which can be evidenced and is prepared to continue with learning to reach the equivalent of a CIPS qualification or study for CIPS qualifications. NVQ4 level/degree or equivalent.	A
KNOWLEDGE & EXPERIENCE <i>(e.g. report writing, office experience, Microsoft office)</i>	
Experience of working with managers at all levels to lead and deliver procurement solutions for supplies, services and works. Experience of working in complex environments with multiple stakeholders and collaborative working across organisations. Experience and evidence of good understanding of commissioning, procurement and contract management practices, systems and operations.	A/I A/I A/I A/I

Evidence of a good understanding of how to effectively apply quality and cost to obtain value and experience of developing business cases.	A/I/T/P
Knowledge of relevant legislation for public sector procurement and requirements for internal governance protocols for procurement.	A/I/T/P
Good presentation skills, able to enable understanding and explain complex topics.	A/I/T/P
Strong written and verbal communication skills, able to write clear and concise reports.	A/I
Evidence of experience of leading and delivering projects with multiple stakeholders and managing multiple projects.	
SKILLS/ATTRIBUTES <i>(e.g. communication, interpersonal, decision-making, problem-solving, team player, reliable)</i>	
Able to prioritise workload and achieve required outcomes, managing expectations and setting realistic goals, taking and managing risks to ensure the work is completed to required deadlines.	A/I
Able to problem solve and provide solutions to complex procurement issues.	A/I/T
Able to assimilate and interpret large amounts of complicated information and data in order to provide clear and concise advice.	A/I/T/P
Is highly co-operative and effectively able to work with others.	A/I
Is self-motivated, has a proactive and solution based approach and takes the initiative to ensure completion.	A/I
Has a capability to develop effective working relationships with internal colleagues and those from external organisations.	A/I
Able to use persuasion and negotiation skills to influence others to adopt practices and proactively challenge where required.	A/I
Has a track record in continuous personal and professional development and an ability to encourage learning and development in others.	A/I
Can demonstrate a willingness to learn and take ownership for own continuous development.	A/I
Empowering, valuing and developing our people	I/TP
Valuing our customers	I/TP
Being open and honest	I/TP
Taking ownership	I/TP

Being ambitious	I/TP
Considers and shows respect for the opinions, circumstances and feelings of colleagues and members of the public, no matter what their position, background, circumstances, status, appearance and whether they are one of the protected characteristics covered by the Equality Act 2010 (Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex or Sexual Orientation).	A/I

