

AMBITIOUS

CREATIVE

COLLABORATIVE

SUPPORTIVE

**JOB DESCRIPTION**

<b>JOB TITLE:</b>	Procurement Officer
<b>MANAGED BY:</b>	Andrew Brentley
<b>GRADE:</b>	8

**BACKGROUND**

The Employer: The West of England Combined Authority (WECA)

The West of England is an economic leader with an economy worth over £33 billion a year. With a population of over 1.1 million people, one of the highest rates of employment in the country, and over 45,000 businesses, the region competes on a global scale. The West of England is a place where highly-skilled people work, where ideas flourish, and where businesses grow. It's also a place that a diverse population of people call home.

The West of England Combined Authority was formed in 2017, to champion the region and drive clean and inclusive economic growth. As a result, significant powers and funding have been transferred to the region through the new Combined Authority and West of England Mayor.

Our aim is to deliver economic growth for the region and address some of our challenges, such as productivity and skills, housing and transport.

The authority is made up of three of the local authorities in the region - Bath & North East Somerset, Bristol and South Gloucestershire. Building on a strong track record of partnership working in the region, the West of England Combined Authority continues to work closely with North Somerset Council. The Combined Authority also the accountable body for the West of England Local Enterprise Partnership.

The authority is an equal opportunities employer, in line with the Equalities Act 2010, and invite applicants to contact us to identify any additional support they may need during the recruitment process.

**PURPOSE OF THE JOB**

The authority is seeking a Procurement officer role in Bristol to report to the Procurement Business Partner. The ideal candidate will have 2 years' experience in a Public Sector Procurement role across a wide range of category areas. The individual may be looking to progress from a Procurement Support role and develop their career, they may be already studying CIPS.

The role reports directly to the Procurement Business Partner, the post sits within the Corporate Services Directorate. You will be required to will interact with all directorates in the authority and contribute to building key relationships with our Local Councils, Private sector supply chain and industry bodies across the South West in order to deliver commercial value.

This role will support the Procurement Business Partner (PBP) in delivery of a wide range of requirements, manage a portfolio of RFQ's / RFP's, provide input to policies and procedures, develop the profile of Procurement in the authority and engage with key stakeholders in our Local Councils.

An understanding of IT Procurement will be a distinct advantage as your primary role will be to work closely with the IT Service lead Team. You will identify routes to market, conduct framework appraisals to establish the most appropriate route to market, review service agreements / call off documents and raise these with the PBP.

This role will also manage Procurement requirements for the Comms directorate. You will take the adviser role for our established routes to market for this category and be take the management role between our framework supplier and the Comms directorate.

## KEY RESPONSIBILITIES

- Support the Procurement Business Partner to deliver a quality service to the authority
- Manage a portfolio of requirements from concept to delivery with internal stakeholders
- Publish and manage the RFQ Process through our electronic tendering system
- Maintain the Procurement Work Plan and Contracts Register
- Support in the development and delivery of Procurement presentations and training to the authority
- Facilitate compliance with our contract standing orders and Procurement best practice aligned to the Public Contracting Regulations;
- Occasionally represent the authority in procurement workshops across the region
- Work with stakeholders to identify their requirements, timelines, routes to market and evaluation criteria;
- Act as first point of contact for queries / managing the Procurement Inbox
- Work with Stakeholders to define requirements and put together a Procurement Plan compliant to our Contract Standing Orders;
- Research markets and suppliers and other authority / established government frameworks;
- Delivery of pragmatic value for money solutions accessing a number of existing frameworks;
- Undertaken the Procurement cycle from concept to tender to post procurement approvals;
- Tactical / operational Contract Management responsibility.
- Any other duties required for the role

## PERSON SPECIFICATION

### ESSENTIAL (MUST HAVE)

#### Qualifications and Knowledge

- Good standard of general education
- Exposure of delivering indirect procurement requirements
- At least 2 years of working in a Public Sector Procurement role
- Managing RFP / RFQ process from start to finish
- Excellent IT skills, including Microsoft packages such as Outlook, Word, Excel, PowerPoint and database entry and reporting.

#### Experience

- Experience of working as a Procurement Officer
- Proven track record of developing relationships with a diverse range of Stakeholders
- Exposure to Professional Services / Consultancy category
- Understanding of Government Frameworks (Crown Commercial Services, Bloom, ESPO)

#### Skills and Competencies

- Flexibility in prioritising and managing work load
- Ability to work as part of a small team and autonomously
- Able to articulate stakeholder requirements in a procurement context;
- Excellent report writing and presentational skills
- Excellent relationship management (internal and external stakeholders)
- Excellent communication with all levels of stakeholders
- Understanding of negotiating techniques
- Ability to make decisions and develop courses of action to deliver procurements within agreed timescales.
- Ability to consistently work towards deadlines and manage stakeholder expectations
- Ability to take informed pragmatic decisions with a can-do attitude

### DESIRABLE

- An understanding of the Local Authority Political Landscape
- An understanding of the Public Contracting Regulations 2015 (OJEU)
- Understanding of IT Licencing agreements and Contract Change Note procedures
- Working towards CIPS qualification

## REWARDS AND BENEFITS

WECA staff receive:

- 25 days annual leave, rising to 30 after five years' continuous service, plus bank holidays, pro rata
- Auto-enrolment into the Avon Pension Fund
- Cycle to work scheme and secure bike parking
- Free eye tests for all display screen equipment (DSE) users
- Commuter Travel Club - WECA employees can sign up to receive discounted monthly bus tickets, unlimited bus travel for work or leisure within your chosen zone, automatic ticket renewal and price freeze for 12 months.