

National
Museums
Liverpool



Procurement Business Partner

National Museums
Liverpool



Candidate Information Pack

Prepared by Castlefield Recruitment

WELCOME

Our people are at the heart of National Museums Liverpool (NML) and each employee makes a difference every day. Together we create memorable experiences for everyone and challenge expectations. We pride ourselves on being a place for everyone where we can be our true selves in a supportive environment to do our best work. We are always aiming higher, aspiring to be more representative of the communities we serve and through our people, we are building a culture which embeds trust, respect, and inclusion helping us to evolve as an organisation every day. With seven extraordinary museums and galleries housing and caring for 4m+ objects of international importance, exciting exhibitions, exquisite events, and imagination-inspiring learning we're certainly never dull. We hold in trust and safeguard some of the world's greatest museum collections, which are universal in their range – everything from archaeology and ethnology, natural and physical sciences, fine and decorative arts, maritime, social, and industrial history.

Whether you work in our shops and cafes, at our events, in our visitor experience, engagement, producing and communicating teams, curating, or caring for our collections you can be sure of an interesting, engaging and encouraging environment in which to thrive and be proud of.

You should find everything you need in this recruitment pack to help you decide whether you share our values and possess the right skills, experience, and knowledge to be successful in this role. Don't forget to explore liverpoolmuseums.org.uk where you'll find a whole host of other information that will help you discover more about who we are and what we do.

We look forward to receiving your application.

Laura Pye, Director

ABOUT US

MISSION & VISION

National Museum Liverpool is a group of unique and extensive museum and galleries set on creating memorable experiences for everyone. After being established more than 150 years ago, this group strives to challenge expectations in hopes of regenerating the understanding and importance of our collections. Consisting of seven exceptional museums and galleries, we share important stories of ancient times through our extensive assortment of artifacts.

As an organisation, we put our welcoming, honest, and educational nature at the forefront of everything we do. Our passion for educating those about the ancient world has us seeking to be the best museum “league” in the world by 2030; we want our museums and galleries to be seen by everyone.

In delivering this vision by 2030, we will...

- Have the most representative audience and colleagues' profiles within the museums sector in the UK
- Engage with over ten million people every year
- Ensure that we provide great facilities to look after our valuable collections, with accommodation fit for the next 30 years
- Provide educational visits for schools all across Liverpool to each of our facilities
- Hold a wide variety of collections within each of our facilities, each to delight a different audience
- Be recognised and valued for our extensive collection and their contribution to the cultural and economic growth of the city and become one of the world's finest museum groups

For more information on our ambitions and how we plan on achieving them, please refer back to the Castlefield microsites which contains our aims and strategic plan.

JOB DESCRIPTION

Job Title	Procurement Business Partner
Directorate	Business Resources
Reporting to	Head of Procurement
Salary	£42,840 pa
Contract	Permanent
Working hours	37 hours per week
Location	Liverpool/Remote

JOB PURPOSE

NML's Procurement team comprise the Head of Procurement, the Procurement Business Partner and the Procurement Assistant. The team is responsible to the Executive Director of Business Resources for the strategic development and management of National Museums Liverpool's procurement service, contributing towards the organisation's 'Value for Money' and strategic procurement objectives. Reporting to the Head of Procurement, the Procurement Business Partner will provide a professional advisory service to ensure the integrity of procurement activities across all categories of third-party expenditure for National Museums Liverpool and its subsidiaries.

KEY RESPONSIBILITIES

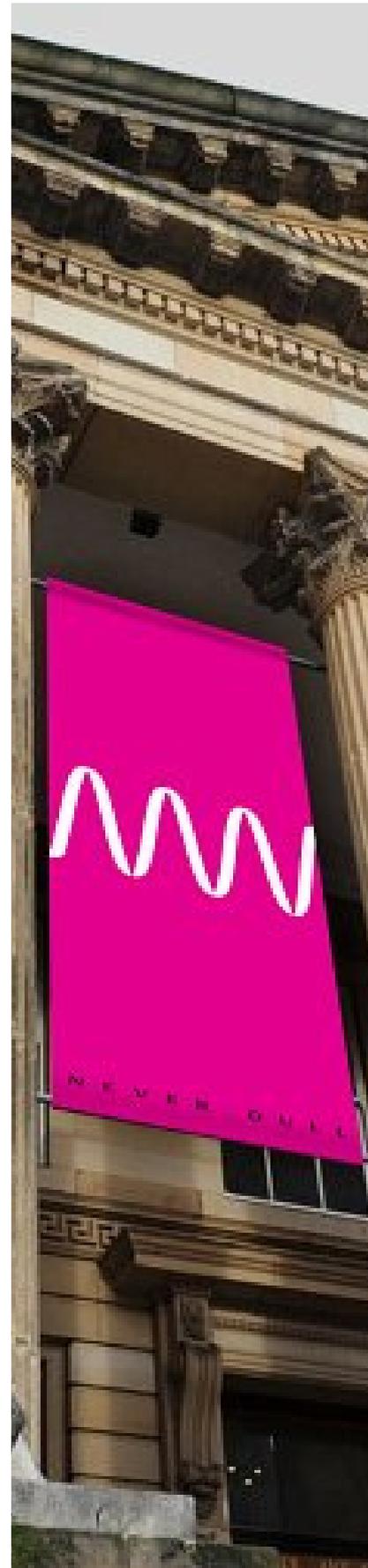
The role entails achieving results and delivering innovative and ethical visitor focused outcomes through:

- Managing end-to-end procurement activities and competing project priorities within agreed timescales, applying best practice, value for money, supply chain and risk management techniques to maximise positive commercial outcomes

- Designing and implementing the procurement process, preparing tender documentation, advising on evaluation criteria, advertising opportunities, market engagement and stimulation, conducting negotiations and clarifications, observing due diligence in evaluation processes, ratifying tender submissions and award decisions, drafting award notification correspondence, debriefing tenderers, formalising contract documentation and writing recommendation reports
- Reviewing performance of NML's service providers (including drafting, introducing and monitoring of key performance indicators and service level agreements), undertaking post contract reviews, reporting and disseminating lessons learnt to NML colleagues to effect innovation and improvements in service delivery and contractual performance
- Maintaining procurement information management systems to support data accuracy and periodic reporting; - undertaking supplier and spend analysis in accordance with NML's procurement and financial policies and procedures, statutory reporting and DCMS' Financial Regulations
- Producing and managing NML procurement communications, updating procurement guidance materials (such as procedures, templates, contract register and workplans) on procurement portals and databases; - identifying and supporting delivery of corporate training related to NML procurement initiatives
- Appraising existing systems and identifying purchase to pay improvements and efficiencies, where possible facilitating implementation and future developments
- Ensuring compliance with legislation, standards and appropriate guidance (e.g. Public Contract Regulations 2015, Modern Slavery Act 2015)

WHAT YOU WILL BE EXPECTED TO DO

- Adhere to the standards expected of all public services as defined by the HM Treasury publication "Managing Public Money". Those standards are honesty, impartiality, accountability, openness, accuracy, reliability, transparency, objectivity, integrity, and fairness





- Assist in developing and implementing our commitment to Equality, Diversity & Inclusion and promote non-discriminatory practices in all aspects of work undertaken
- Continue to grow your knowledge and skills through undertaking professional development, which is established with your manager through an annual performance development review
- Fully understand our policies and procedures and actively use them in your day-to-day work - including Security, Health & Safety, Equality & Diversity and Safeguarding. You will actively uphold the Museums Association Code of Ethics
- Undertake additional duties from time to time, as required

PEOPLE MANAGEMENT

- The Procurement Business Partner does not have any direct line management responsibility but will be involved in the support and oversight of the activities and development of the Procurement Specialist

DECISION MAKING

The Procurement Business Partner will be accountable for:

- Providing support and appropriate challenge to NML colleagues to optimise value for money, advocating compliance with procurement regulations, policies and procedures
- Highlighting risks and issues relating to procurement activities to support management of strategic business risk, recording actions and progress through periodic reporting

IMPACT & INFLUENCE

Often the first point of contact, the Procurement Business Partner will build trust respect and inclusivity by working collaboratively with multiple stakeholders. Key working relationships include:

- Internal: advising colleagues from procurers to senior management across all NML Directorates

- External: sharing best practice and contributing at working groups and external networks, including Department for Digital, Culture, Media and Sport (DCMS); Galleries, Libraries and Museums (GLAM), national consortia such as North West Universities Purchasing Consortium (NWUPC); and when engaging with external professional advisors, suppliers and tenderers
- The Procurement Business Partner will be required to demonstrate personal impact, build capability and agility via:
 - Contributing in cross-functional working groups supporting associated action plans that impact NML procurement initiatives, such as Modern Slavery, Corporate Social Responsibility, Environmental, Social and Governance
 - Facilitating implementation of procurement initiatives to support NML's Vision 2030 and strategic priorities
 - Maintaining professional procurement competence and awareness of current and emerging industry and legislative changes to advise colleagues, facilitating procurement maturity and driving best practice across NML

COMMUNICATION & NETWORKING

The Procurement Business Partner will promote collaboration amongst internal colleagues, external stakeholders and supply chain partners by:

- Building effective relationships to influence open communications, demonstrating mutual respect and integrity for colleagues across NML
- Demonstrating empathy and showing basic sensitivity to colleagues and stakeholders; applying tact and diplomacy when responding to enquiries and dealing with confidential information
- Assisting in the training, coaching and development of colleagues and junior members of the team

RESOURCE MANAGEMENT

- The Procurement Business Partner is accountable to the Head of Procurement in supporting the delivery of strategic outcomes from third party expenditure on goods, services and capital works, which for the period 2021/22 represents approximately 51% of NML's overall turnover



PERSON SPEC

Requirements	
Qualifications	<ul style="list-style-type: none">• Fully qualified to The Chartered Institute of Procurement & Supply (MCIPS) Level 6 or actively working towards. Candidates with equivalent experience may be considered, depending on experience
Experience & Knowledge	<ul style="list-style-type: none">• Extensive practical experience of working within public procurement procedures (Public Contracts Regulations 2015) and accessing consortia frameworks. Good knowledge of UK procurement contract law and drafting• Proven track record demonstrating diverse and extensive procurement work experience within a commercial environment/multi-disciplinary organisation• Significant practical experience of applying whole life costing and supply chain management techniques• Strong commercial/business acumen with experience in negotiating and achieving best value from supply contracts• Contract management experience including monitoring, resolution and optimisation of supplier performance• Project management experience including planning, mobilising and delivering complex, high risk and high value procurement projects

Requirements	
Experience & Knowledge	<ul style="list-style-type: none"> • Ability to identify, manage and mitigate risks inherent in procurement contracts and processes • Practical experience of driving delivery of broader procurement initiatives, such as Social Value, Sustainability and Corporate Social Responsibility
Skills	<ul style="list-style-type: none"> • Well-developed interpersonal skills. Ability to communicate and build successful relationships with colleagues, stakeholders, external community groups and supply chain partners at in person and virtual meetings; and by telephone, e-mail and other forms of communications • Ability to persuade and influence colleagues towards improvements in procurement best practice • Excellent organisational and time management skills with ability to manage, prioritise and meet competing deadlines • Well-developed commercial, numerical, analysis and evaluation skills with excellent attention to detail • Effective problem-solving skills and use of initiative with ability to deal with complex issues • Excellent level of IT literacy and proficiency in Microsoft Office 365 applications (including Microsoft Teams, Outlook, Word, Excel and PowerPoint), e-sourcing and finance systems. • Ability to collate, summarise and present statistical and technical data for reporting • Ability to mentor, coach and supervise the development of junior colleagues

Requirements	
Behaviours & Competencies	<ul style="list-style-type: none"> • Effective time management skills • The ability to prioritise tasks in a busy environment • Enthusiastic, self-motivated, proactive and innovative approach to working unsupervised in a remote/hybrid working environment as a team member • Sufficiently confident and resilient to attempt new tasks and respond positively to setbacks. Able to work autonomously, plan own workload and manage competing procurement priorities • Ability to thrive in a demanding change environment and sometimes pressured role • Ongoing commitment to learning and developing new knowledge and skills to support continuous professional development as required for the role • Ability to work as part of a team
Additional Information	<ul style="list-style-type: none"> • Location: Some home working with agile working spaces available for flexibility. The post-holder will need to be able to attend meetings on-site when required • A Basic DBS Check will be required

We are a Disability Confident Committed Employer committed to actively promoting and implementing equality of opportunity in all that we do. We value diversity and treat everyone fairly and equally. We ensure our recruitment process is inclusive and accessible and welcome applications from all backgrounds. We support our staff through unexpected life changes providing an employee assistance programme and reasonable adjustments enabling employment.

BENEFITS PACKAGE



National Museum Liverpool recognises the efforts of their staff and thus provide a list of benefits:

- 28 days holiday entitlement
- Civil Service Pension Scheme
- 25% staff discount in all our shops and cafés
- Employee Assistance Programme
- THRIVE Buddy Scheme
- Employee Recognition Schemes (Good Deed Feed & GEM awards)
- Employee Benefits Portal: High Street discounts, retailer discounts, locally negotiated discounts, Cycle to Work Scheme, Travel Loan Scheme, Eyecare Scheme
- Access to The Charity for Civil Servants
- Access to the Civil Service Sports Council (CSSC)
- Recognition of two Trade Unions

Contact Details

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