



GMCA GREATER
MANCHESTER
COMBINED
AUTHORITY



Welc

Senior Procurement Business Partner – Low Carbon

Candidate Information Pack

Prepared by Castlefield Recruitment



CASTLEFIELD RECRUITMENT



The Greater Manchester Strategy

We want Greater Manchester to be a place where everyone can live a good life, growing up, getting on and growing old in a greener, fairer more prosperous city region.

Our strategy for Greater Manchester sets out a route, over the next decade, to deliver this vision for the benefit of our people, our places and our planet. Working collectively across our city region, with our communities, we will focus on improved wellbeing for the 2.8m people here, with better homes, jobs and transport.

We will continue the work to make Greater Manchester a great place to visit, invest and study, with thriving businesses which are UK and world leading, in sectors including low carbon and digital.

We will look through the triple lens of a greener, fairer and more prosperous Greater Manchester, making sure activity supports all three themes.

We'll do it in a way which is inclusive, innovative and forward thinking, building on the pioneering and progressive culture which underpins our city region. And we'll make sure we can be held to account, with a delivery plan showing the collective actions we are taking, and a performance framework to demonstrate progress.

Team Background

GMCA's Environment Directorate is responsible for commissioning research and developing strategy and policy across the environment agenda. It also delivers innovative programmes and projects to help achieve the targets set out in the Five-Year Environment Plan for Greater Manchester.

The directorate is made up of three teams focussing on low carbon, natural environment, and sustainable consumption and production. The Low Carbon Team has been particularly successful in attracting funding and delivering retrofit schemes for private and social housing, and public sector buildings.

“The Low Carbon Team has been growing rapidly in recent months and now boasts a range of subject matter experts from a variety of backgrounds who enjoy working in a fast paced but supportive environment. The team is at the forefront of innovation, meaning that no two days are the same with plenty of opportunity for continuous learning and development.”

Anees Mank, Programme and Policy Lead - Retrofit

Role Narrative

Decarbonisation of Heat is a critical component of the NW Net Zero Agenda. The Government’s Heat in Buildings Strategy emphasises the importance and challenge of decarbonising heat and reducing dependence of fossil fuels. Heat provided to buildings in future will rely on Heat Pumps and Heat Networks, with potentially a limited role for Hydrogen.

To this end, the GMCA is delivering a 2.5-year programme to support the decarbonisation of heat across the NW of England. The GMCA is creating a Senior Procurement Business Partner – Low Carbon post that will support targeted action at the regional level to overcome recognised barriers, delivering programmes at the GMCA (60% of time) and supporting projects and transmitting lessons to the wider NW (40% of time).

The GMCA has been at the forefront of delivering Government funded energy efficiency and decarbonisation schemes, including GHG LAD, SHDF, and PSDS. However, up to now, it has relied upon external frameworks to procure managing agents and installers. With the significant increase in activity presented by the latest funding schemes across the NW, there is an opportunity for the NW to procure its own retrofit advisors, installers and materials which can be accessed by Combined and Local Authorities and their delivery partners (e.g., RPs), and the wider public sector (NHS, Schools, Transport, Universities, etc.) in Greater Manchester, the NW, and nationally.

The post holder can work through the NW Net Zero Hub to learn lessons from other local authority procurement routes that have been recently established. The post holder in developing procurement routes will understand and provide statistics on the NW supply chain, building on work previously undertaken by the Hub. The post will seek to consider and develop routes to market for net zero goods and services, which may include the following:

Objectives

- Provide a procurement framework/s for accredited consultants, managing agents and installers.
- Provide a procurement framework/s for commonly used high value equipment, e.g., Air Source Heat Pumps, Cylinders, Solar Panels, and Inverters.
- Deliver best value through the economies of scale brought by joint procurement.
- Ensure minimum standards and consistency in the specification of measures installed and equipment used by delivery partners, including aftercare and warranties.
- Secure the availability of equipment that is in high demand.
- Create an income generation stream to sustain future procurement activity.

Year 1 Targets:

- Consult with and define the requirements of social housing landlords and public sector building owners.
- Review and consider routes to market for the provision of net zero goods and services.
- Establish an accredited consultant, managing agent and installer procurement framework or DPS (determined by the identified need).
- Establish a commonly used high value equipment framework.
- Generate a regular income from the use of the frameworks.

Year 2 Targets:

- Management of the framework/s with wider support, including running mini-competitions and evaluating tenders (wider support would be subject to framework use and a sustainable business mode, e.g., access fees, concession contracts, recharges, to be considered etc.).
- Promote the use of the frameworks and regular reporting on take-up.
- Consideration of further procurement development as required.



Job Description

Job Title	Senior Procurement Business Partner – Low Carbon
Report to	Programme and Policy Lead – Retrofit
Team	Procurement and Commercial Services
Business Area	Environment Directorate
Salary	Grade 9

Job Purpose

Provide a proactive and responsive commercial service to GMCA supporting the delivery of key, strategic procurement activity across the organisation, with a focus on low carbon and retrofit projects, ensuring safe, effective, and efficient processes are in place and widely used.

Lead on high-profile, complex procurement projects, including the development of framework agreements and dynamic purchasing systems for goods, services, and works, to ensure projects are delivered on-time and on-budget, and according to agreed specifications.

Undertake the negotiation and management of strategic contracts, both capital and revenue, and support the contract management arrangements for critical areas of spend.

Key Relationships

Responsible for:

- Procurement Business Partners
- Procurement Support Officers
- Key Stakeholders:
 - Senior Managers across GMCA and NW Net Zero Hub
 - Local Authorities, Housing Providers, Schools, NHS
 - Strategic suppliers



Key Responsibilities

Role Specific:

- Support the delivery of effective commercial operations, through effective delivery of procurement and contract management arrangements across GMCA and on a collaborative basis as required
- Through a business partnering approach, actively lead on and manage specific procurement activity to ensure the delivery of high-quality outcomes for internal stakeholders and customers ensuring compliant, effective, and efficient procurement processes are in place and widely used, and supporting the delivery of key, strategic procurement activity across the organisation
- Adopt a category management approach to procurement activity, researching and planning preferred options and approaches to contract and tender management, developing business plans for both capital and revenue expenditure
- Lead on high-profile, complex procurement projects to ensure projects are delivered on-time and on-budget and according to agreed specifications
- Undertake the negotiation and management of strategic contracts, both capital and revenue, and support the contract management arrangements for critical areas of spend
- Lead on the review, standardise, and implement the commercial policies, procedures, and systems to support tenders, contract management, order placement, and spend, and supplier performance analysis
- Lead on the delivery of cashable savings, operational efficiencies, and the ongoing contract management for these and other contracts
- Lead on the review and analysis of spend activity to identify and prioritise opportunities for collaboration, efficiencies, and cashable savings, utilising organisational tools to conduct analysis of spend activity
- Continually look for improvement, whilst ensuring compliance with legislation, policies, procedures, and service levels
- Provide high level advice, guidance, and expertise regarding procurement best practice and evaluation and award criteria to the organisation
- Enhance the abilities, capability, and capacity of team members through supervising, managing, coaching, and mentoring team members and the projects in which they are involved
- Ensure compliance with national / EU legal requirements and all requirements relating to the delivery of projects in line with Public Procurement Regulations as required
- Originate, champion, and lead on initiatives for change in order to deliver efficient, innovative, sustainable, and ethical procurement systems to support and improve business delivery
- Lead on the development and improvement of the current contract management arrangements and ensure that contract management protocol is embedded within the current team and organisation generally, including the creation and ongoing management of a strategic contracts database
- Provide commercial training to staff, particularly around procurement processes and contract management

- Undertake tendering activity on behalf of GMCA, regional, and national partners where applicable
- Prepare and present reports making recommendations regarding tender award, including tender extensions, route to market, waiver reports, etc.
- Lead on and implement a change programme within the team as appropriate and mentor and upskill staff by supervising them through any such programme
- Improve the profile of procurement across the organisation through leading by example, mentoring existing staff, and promote a more customer focused and professional approach to procurement

Directorate Specific:

- Actively promote the values of GMCA
- Lead and develop and performance manage team members in own area of responsibility in accordance with the law and our values; ensure that safety, sustainability, partnership working, and inclusivity run through all we do
- Effectively plan and manage financial resources in own area of responsibility based on an in depth understanding and interpretation of both financial and management information data, in order to deliver public value
- Act as programme / project manager ensuring delivery of programmes and associated projects as directed
- Lead, develop, and performance manage people within your team to ensure delivery of all aspects of corporate planning and performance management
- Be responsible for the welfare, training, and development of staff in accordance with relevant policies and procedures
- Implement resilient business continuity arrangements for the team and manage these arrangements effectively during business disruption
- Identify and contribute to upskilling opportunities for colleagues within and beyond the directorate
- Build effective relationships with clients, customers, and key stakeholders
- Where required, coach managers to develop effective procurement and contract management skills, and provide guidance and support on the use of systems and tools to enable them to manage their own people processes directly
- Review key performance indicators to identify and address issues arising, spot trends, and take appropriate action to learn, share, and improve
- Seek feedback and elicit wider priorities to support and enable colleagues to meet the needs of the organisation
- Proactively contribute to continuous improvement of systems and processes to ensure procedures, policies, and guidance are updated in line with legislative and social changes

- Develop on-going communication and engagement channels and methods to keep the wider directorate team, internal, and external customers up to date
- Provide positive challenge to colleagues across the organisation in considering how things can be done better and more effectively
- Conform to the requirements of the Environmental Management System.
- Work flexibly across the organisation, deployed as required

NB: This list of duties and responsibilities is by no means exhaustive, and the post holder may be required to undertake other relevant and appropriate duties as required.



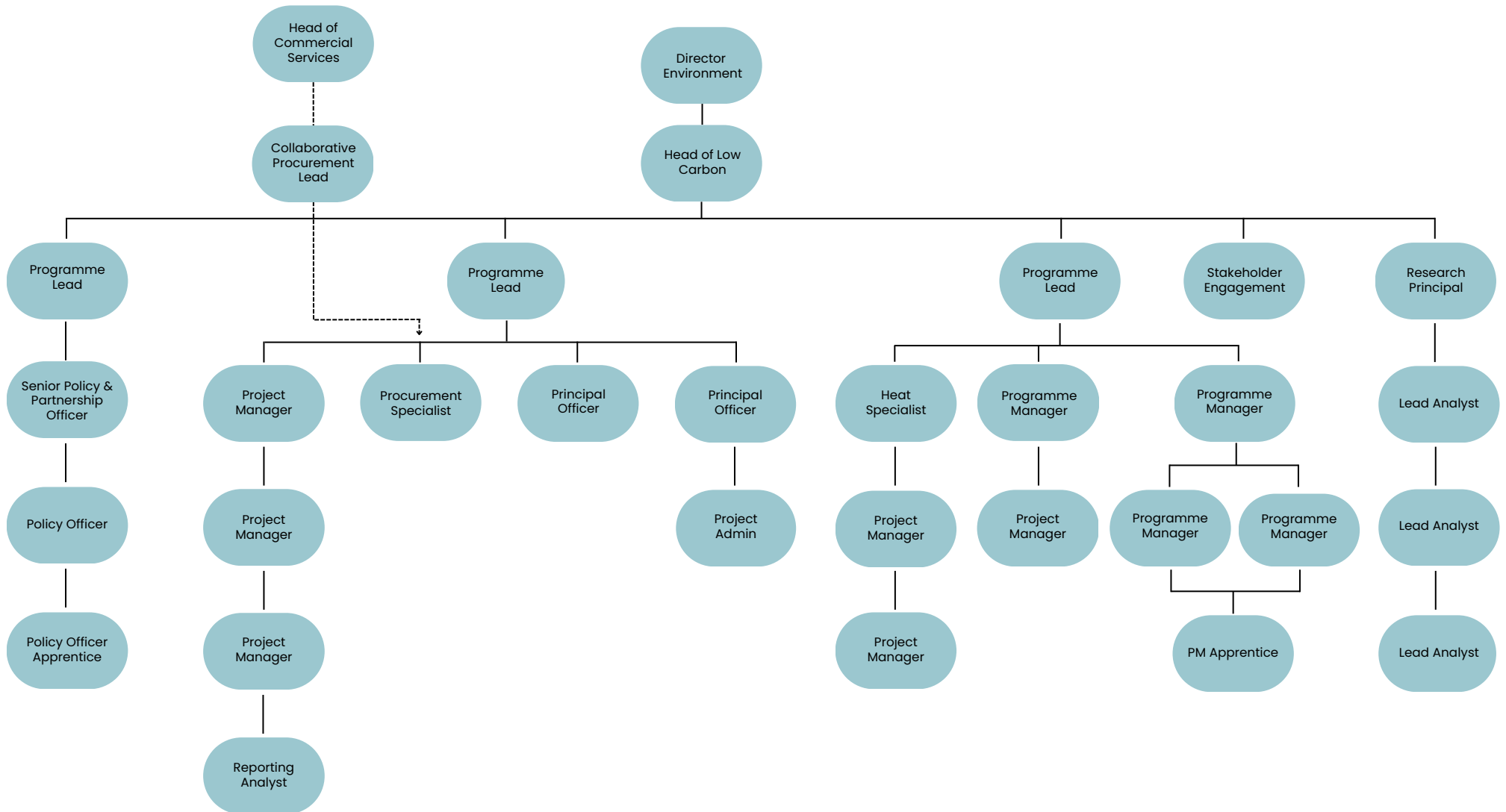
Person Specification

Skill	Essential	Desirable
Education, Qualifications & Associations	<ul style="list-style-type: none"> • Educated to degree level in relevant area or equivalent experience • Evidence of continuous professional development • Full membership of Chartered Institute of Purchasing and Supplies (MCIPS) through examination route. Educated to Professional Diploma in Procurement and Supply or equivalent as a minimum, minimum 3 years post qualification experience 	<ul style="list-style-type: none"> • Relevant management qualification e.g., Business Administration
Knowledge & Experience	<ul style="list-style-type: none"> • Extensive working knowledge of corporate governance, financial, risk and environmental management, strategic planning, and programme management principles and practice • Extensive knowledge of the national, regional, and local political operating climate of GMCA within the context of the Governments' devolution / modernisation agenda • Record of successful achievement in procurement and contract management, and effective and experienced in procurement and contract management in a public sector organisation • A good understanding of all areas affecting corporate, social, and environmental responsibility 	<ul style="list-style-type: none"> • Knowledge of procurement and contracting requirements of GMCA • Experience of successful collaborative working, with a number of public sector agencies

Skill	Essential	Desirable
	<ul style="list-style-type: none"> • A good working understanding of GMCA's policies • Detailed working knowledge of legislative requirements, including EU Public procurement regulations 	
Skills & Behaviours	<ul style="list-style-type: none"> • Strongly developed interpersonal skills with the ability to communicate at all levels, proven ability to inspire confidence at all levels of the organisation, and highly developed communications skills with different audiences with a variety of methods • Motivated with ability to prioritise workloads of self and team members to meet strict deadlines • Ability to generate and implement new ideas, alternative options, and develop realistic and practical solutions • Ability to build strong and trusting relationships with suppliers, clients, customers, and colleagues • Use strong influencing and negotiation skills to build on and create new strategic partnerships across the organisation and externally • Experience of analysing and interpreting complex information and communicating it appropriately to a range of stakeholders • Excellent IT skills, with ability to use a wide range of IT systems 	

Skill	Essential	Desirable
	<ul style="list-style-type: none"> • Ability to collate, critically appraise and present information from a range of sources using excellent analytical skills • Well-developed verbal and written communication skills, including report writing, presentation, and facilitation; able to advise / influence at all levels • Ability to convey often complex information and guidance in a clear and understandable manner appropriate to the recipient • Ability to build strong and trusting relationships with clients, customers, and colleagues • Acting as a role model for the directorate • Able to work flexibly and independently, covering other areas of the department as required 	
Other	<ul style="list-style-type: none"> • Willingness and ability to travel across county and work from other sites when required 	

Low Carbon Team Structure





Corporate Duties

Avoid any behaviour which discriminates against your fellow employees, or potential employees on the grounds of their sex, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.

Safeguard at all times confidentiality of information relating to staff and pensioners.

Refrain from smoking in any areas of Service premises.

Behave in a manner that ensures the security of property and resources.

Abide by all relevant Service Policies and Procedures.

Records Management/ Data Protection

As an employee of the GMCA, you have a legal responsibility for all records (including employee health, financial, personal, and administrative) that you gather or use as part of your work with the Service. The records may be paper, electronic, audio or videotapes. You must consult your manager if you have any doubt as to the correct management of the records with which you work.

Confidentiality and Information Security

As a GMCA employee you are required to uphold the confidentiality of all records held by the GMCA, whether employee records or GMCA information. This duty lasts indefinitely and will continue after you leave the GMCA employment. All employees must maintain confidentiality and abide by the Data Protection Act.

Data Quality

All staff are personally responsible for the quality of data entered by themselves, or on their behalf, on GMCAs computerised systems or manual records (paper records) and must ensure that such data is entered accurately and in a timely manner to ensure high standards of data quality in accordance with Departmental protocols.

To ensure data is handled in a secure manner protecting the confidentiality of any personal data held in meeting the requirements of the Data Protection Act.



Health and Safety

All employees of GMCA have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable GMCA to meet its own legal duties and to report any circumstances that may compromise the health, safety, and welfare of those affected by the Service's undertakings.

Service Policies

All GMCA employees must observe and adhere to the provisions outlined in these policies.

Equal Opportunities

GMCA provides a range of services and employment opportunities for a diverse population. As a GMCA employee, you are expected to treat all employees / partners / members of the public and work colleagues with dignity and respect irrespective of their background.

Benefits Package

36.25 hour working week

25 days annual leave plus bank holidays, rising to 32 days with service

Flexitime scheme with ability to accrue 2 days per 4-week cycle

MiRewards (discount card)

Simply Health & UK Health Care scheme

Employee Assistance Programme

Occupational Health

Car Parking (site specific)

Great Learning & Development Offer

Corporate Transport Scheme

Flamesavers credit union

Cycle Scheme

Staff Networks

Additional Annual Leave Scheme

Salary Finance

Hybrid Working

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