



GMCA GREATER
MANCHESTER
COMBINED
AUTHORITY



Welc

Senior Procurement Business Partner

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 Commercial Team deliver contracts for around £200m of influenceable spend every year and through a business partnering approach we are recognised as adding real value. As part of the Finance Directorate, the team has grown rapidly to match the demands of being at the heart of devolution trailblazing and now total 15 procurement professionals. Our Collaborative Hub drives achievement for public sector procurement across the city region. We take pride in our ethics and are advancing our Social Value approach at pace. Taking our lead from Mayor of Greater Manchester Andy Burnham, we're here to facilitate change through smart commercial decisions and support end-to-end procurement support.

“The Commercial Services Team have a wide range of experience and backgrounds and really come together to work in an incredibly supportive environment, where no question goes unanswered you are never left feeling alone. Procurements vary in size and route, meaning no two days are the same with plenty of opportunity for continuous learning and development.”

Carys Hopcyn, Procurement Business Partner (Place)

Role narrative

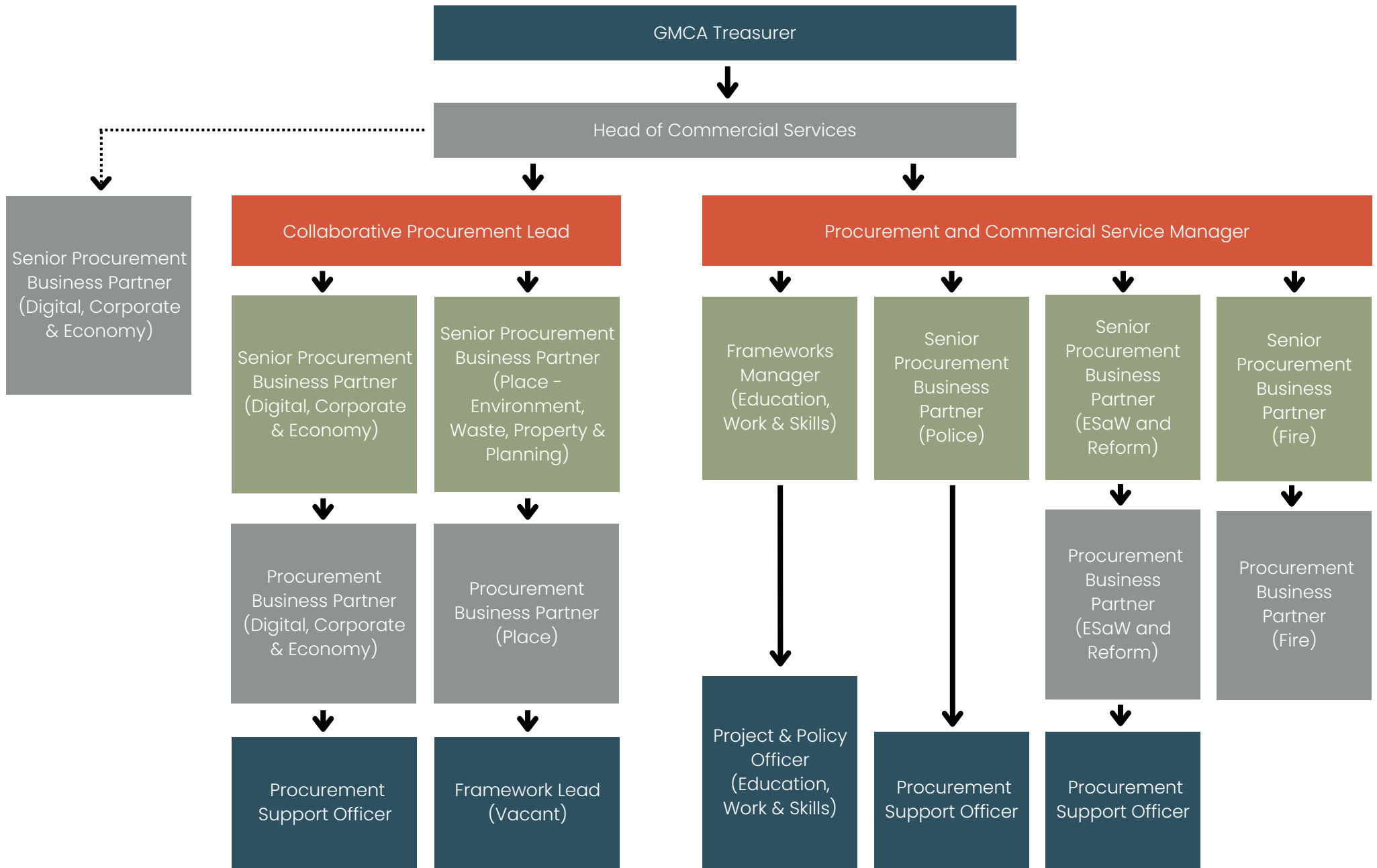
As one of five Senior Procurement Business Partners, this role will oversee the wide ranging ‘Place category’. In practice that means your stakeholders include Waste (our single largest contract), Environment (our quickest growing area) and Estates (where our assets include all fire stations). You’ll work closely with senior managers in these departments, providing professional advice and managing resources to deliver their project pipelines for better commercial outcomes. The post holder will have direct support from a team of two supporting officers to assist in carrying out a programme of tender exercises using open, negotiated and dialogue processes. This frequently means working alongside external expertise (e.g. construction sector) and a strong focus on collaborating with public sector partners on some of our current major activities:

- The Greater Manchester Fire and Rescue Service will be a key stakeholder and their £50m programme will see five fire stations rebuilt and another dozen fully refurbished
- Through our live Go Neutral Framework, a £100m pipeline of mini competitions provides partners with a quick route to market for renewable technologies that offers value for money. The framework generates income and requires careful supplier relationship management to help meet challenging climate targets
- A competitive negotiation is underway to find a joint venture partner to redevelop the former police headquarters in Trafford, creating hundreds of new homes, workspaces and community amenities.

Along with the rest of the team, you’ll support the Collaborative Lead and Head of Commercial in driving the Commercial Business Improvement plan, ensuring the whole organisation is ready to take full advantage of the new procurement regulations. Presently we’re developing a new Contract Management Framework and the postholder will help stakeholders embed this with contract managers in the directorates.

You’ll be able to influence the direction and scope of the team to create better outcomes for the people and businesses of Greater Manchester.

Commercial team structure



Job description

Job Title	Senior Procurement Business Partner
Report to	Procurement and Commercial Services Manager
Team	Procurement and Commercial Services
Business Area	Commercial Services
Salary	Grade 9

Job purpose

Provide a proactive, responsive commercial service for GMCA supporting the delivery of key, strategic procurement activity across the organisation, ensuring safe, effective and efficient processes are in place and widely used.

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.

Key relationships

Responsible for:

- Procurement Business Partners
- Procurement Support Officers
- Key stakeholders:
 - Senior managers across GMCA
 - 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 of 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.

Doctorate 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 directorate, 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 and 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 and 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 and 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. 	

Skill	Essential	Desirable
	<ul style="list-style-type: none"> • Excellent IT skills, with ability to use a wide range of IT systems • 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. 	



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 and development offer

Corporate transport scheme

Flamesavers credit union

Cycle scheme

Staff networks

Additional annual leave scheme

Salary finance

Hybrid working

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