

	Job Title	Procurement Business Partner/ Category Manager
	Department	Resources
	Section	Legal, HR and Procurement
	Grade	PO7
	Reports to	Head of Procurement
	Staffing Responsibility	No
	Organisation	

Job Purpose:

To help the council achieves its desired outcomes for residents, businesses and communities through the provision of excellent commercial advice. To work in partnership with the relevant Department, acting as a key strategic adviser on complex procurement matters, managing procurement projects of high value, complexity and/or risk to the council. To provide expert technical information, advice and guidance on all aspects of the procurement process to internal customers and to deal effectively with third party suppliers as external customers of Brent’s processes and service delivery partners.

Principal Accountabilities and Responsibilities:

- To provide excellent strategic procurement advice to the relevant Department, acting in business partnership as a member of its extended leadership team.
- To provide quality advice and guidance to internal customers on all aspects of the procurement process, supported by expert technical knowledge including relevant legislation and best practice.
- To apply the tools and techniques of strategic sourcing to achieve business outcomes through sound market analysis, commercial acumen and strategy formulation, resulting in improved quality of services and/or financial savings – and, in all cases, value for money.
- To work closely with stakeholders to ensure procurement activity meets business needs, while providing objective advice and guidance, for instance in tender evaluation and moderation.
- To manage the end-to-end procurement process for high value, complex and/or high risk projects.
- To lead complex projects, managing multi-disciplined teams to achieve a common outcome and to provide guidance and supervision to Procurement Officers assigned to support projects.
- To ensure that the council’s procurement processes meet key legislative and policy requirements such as OJEU compliance, Transparency and the Social Value Act.

- Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults.
- Carry out duties with due regard to the Council's Customer Care, Equal Opportunities, Information Governance, Data Protection and Health and Safety policies and procedures.
- Undertake any other duties commensurate with the general level of responsibility of this post.

DBS Status	To be confirmed with Human Resources
Politically Restricted	No

Person Specification

Job Knowledge, Skills & Experience:

All criteria are essential

Knowledge and Qualifications:

- Degree in relevant discipline (or commensurate relevant experience)
- MCIPS qualified (or willing to work towards this with clear evidence of aptitude)
- Evidence of Continuing Professional Development
- Expert knowledge of the procurement process, ideally in a public sector environment. Where candidates can demonstrate expert knowledge of private sector procurement, they must show some awareness of public procurement, including relevant legislation, and a willingness and aptitude to become expert in this.
- Expert knowledge of one or more categories of procurement activity:
 - Adult Social Care
 - Children's Social Care
 - Education
 - Communities, Public Health and Culture
 - Corporate Services
 - Environmental Services
 - Regeneration, Construction and Housing
- Expert knowledge of strategic sourcing tools and techniques and can demonstrate the successful application of these to achieve business outcomes
- Awareness of the wider policy context for public procurement, e.g. the Transparency Agenda, Social Value, London Living Wage, Modern Slavery

Experience:

- Significant experience of working in a large, complex organisation
- Significant experience of successful stakeholder management, including senior stakeholders up to and including Directors and Elected Members (or equivalents)
- Experience of managing end-to-end procurement processes, ideally in a public sector setting.
- Experience of managing high value, complex projects with multiple stakeholders
- Experience of leading multi-disciplined teams
- Experience of leading contractual negotiations, including complex and/or politically sensitive arrangements such as PFIs or volatile markets (e.g. care, outsourcing)

Skills and Abilities:

- Can demonstrate ability to formulate, communicate and implement strategy, including innovative commercial models and/or new service delivery models
- Can demonstrate sound commercial acumen and its successful application to achieve business outcomes
- Ability to plan and prioritise own workload efficiently.
- Ability to plan and prioritise tasks for others in the context of project managing procurement activities. Project management qualification not essential but must demonstrate ability to manage tasks, communications and stakeholders in an organised way.
- Excellent stakeholder management skills, able to manage complex, multi-disciplined project teams towards a common outcome; pragmatism to balance compliance and effective process management with achieving desired business goals.
- Excellent communication skills, able to communicate technical concepts clearly to a range of stakeholders in writing and face to face. Ability to present confidently to senior stakeholders, internal and external.
- Excellent ICT skills, able to confidently use all standard office productivity applications and demonstrate an aptitude to use corporate systems such as Oracle