

Job Description

Job Title	Procurement Business Partner
Directorate	Finance and Resources
Service Area	Commercial Procurement Unit
Grade	9
Competency Level	2
Salary	£48,474 - £53,577
Job Type	Hybrid
Location	Cunard Building
Disclosure and barring service (DBS)	N/A
Job Evaluation Ref No	A9080

Job Purpose

To lead and influence defined areas of spend within LCC for all aspects of procurement and demand management. To lead on specific strategic procurement exercises and support the development and delivery of service strategies and objectives. To assist in the delivery of agreed work plans.

Directly Responsible For:

Staff as directed



Directly Responsible To:

Senior Procurement Business Partner

Main Areas of Responsibility:

Central mechanics of the role:

- To provide a business partner approach to support the delivery of a strategic sourcing pipeline for defined category areas.
- To devise appropriate procurement strategies whilst understanding LCC spend profiles and the delivery of projects within time constraints and within defined budgets.
- To engage with stakeholders at all levels to support the delivery of projects on time and within defined budgets.
- To engage with stakeholders at all levels to plan and develop effective procurement pipelines aligned to designated Directorate/s.
- To provide comprehensive, relevant and high value insight into all procurement and commercial aspects of specific categories. To understand the supply chain, the commercial environment, the nature of demand and the cultural and political forces which influence it.
- To lead the development of high value relationships with suppliers to LCC enabling the council to maximise the value it extracts from its commercial partnerships.
- To be pro-active in working with colleagues across the CPU & key stakeholders to develop the potential for a stronger local supplier market ensuring that more spend, where appropriate, is directly leveraged into the local economy.
- To meet customer requirements by delivering value for money, identifying cost savings and other efficiencies including innovative solutions.

- To be competent in the use of all technology relevant to the post and to undertake system duties commensurate with the grade.
- To develop strategic relationships with internal customers and general stakeholders alike
- To ensure effective management of procurement projects is adhered to including robust data analysis, opportunity assessment, strategy development and creation of appropriate evaluation criteria. All in accordance with the Public Contract Regulations, all relevant Legal frameworks, Local Authority Contract Standing Orders and CPU governance structures.
- Constant update and maintenance of key systems, reports and CPU statistical data around project delivery and associated benefits including savings and Social Value KPI's.
- To participate in and support contract management activity where required.
- To participate in regular training and continuous professional development in order to continually refine skills and develop personal capacity.
- To add value in all aspects of your work, in line with the stated direction and values of Liverpool City Council.
- To maintain a consistent focus on the outcomes of our work – being conscious of the services we deliver and the impact they have on both internal customers and service users.
- At all times to act as an ambassador for both Liverpool City Council and the city of Liverpool through your expertise, experience, enthusiasm and general demeanour.

Supervision and Management Responsibility:

- Where required ensuring activities are planned to include meaningful one to one conversations, quality annual appraisals and regular workforce planning and development.
- Manages performance and behavioural issues effectively when required.

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact.
- Monitor financial performance and deliver within budget.
- Monitor financial performance, deliver within budget and seek savings and efficiencies by exploring opportunities to draw funding where appropriate.
- Explores different options for funding and income generation.

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities.

Physical Demands of the Job:

N/A

Corporate Responsibility:

- Contribute to the delivery of the Council Plan.
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement.
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance.
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.

- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan.

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level 2.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- A Member, working towards or a commitment to be a Member of Chartered Institute of Purchasing & Supply (MCIPS) or Professional qualification relating to commercial procurement. (A)

Desirable

- Management level qualification.
- Evidence of on-going personal development.

Experience

Essential

- Demonstrable evidence of managing individual complex categories of spend in an organisation of similar complexity and pace. (A/I/P)
- A track record of service improvement in a commercial procurement environment. (A/I)
- Evidence of the development and sustaining of strong working relationships with internal clients and evidence of successful management of demand. (A/I/P)
- Demonstrable experience and understanding/application of strategic sourcing methodologies. (A/I/P)

- Experience of managing complex procurement activities from initial planning to contract award. (A/I/P)
- Track record of delivery against targets. (A/I/P)
- Experience of working with suppliers to improve products or services whilst delivering quality, innovation and Social Value. (A/I/P)

Desirable

- Experience in problem solving and influencing people.

Skills/Abilities

Essential

- Demonstrable procurement knowledge including negotiation skills, strategic sourcing methodology, contract law and dispute resolution, statistical and data analysis, UK Procurement Legislation and all related legal frameworks. (A/I/P)
- A good understanding of key and emerging issues within local government procurement and the processes which underpin procurement. (A/I)
- A track record of dealing with senior internal clients and an ability to influence the key relationships which enable better performance. (A/I/P)
- A sound understanding of Local Authority contract Standing Orders (I)
- A sound understanding of the Public Services (Social value) Act 2012 (I/A/P).
- An ability to manage across complex partnerships. (A/I/P)

Desirable

- Experience of key and emerging issues relating to e procurement, e tendering and e sourcing mechanisms.
- A sound understanding of Local Authority contract Standing Orders.

Commitment

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

Other

Desirable

- A sound understanding of current political and economic issues and how these relate to procurement within local government.
- A clear commitment to equality and diversity.