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**Job Description**

**Job Title**: Procurement Business Partner

**Department:** Procurement

**Reports to:** Principal ProcurementBusiness Partner (Metal)

**Direct Reports:** None

**Location:** Hybrid

**Main purpose of the job**.

To provide a comprehensive, business focused procurement and commercial service, ensuring that best value for money is achieved in the delivery of the Water and Abandoned Metal Mines Programme (WAMM) and the Welsh metal Mines Programme (WMMP).

**Responsibilities**

**Specific**

* To act as procurement expert and advisor for the business. Located within the business, build and maintain relationships with business management and operational teams influencing procurement strategy and decision making
* To lead multi-discipline teams to deliver effective contracts and to design new commercial arrangements taking into consideration business requirements and risks
* To be responsible for managing the negotiation, planning and placing of contracts
* To participate in an evolution strategy for Procurement delivering increased benefits by working with colleagues, staff, suppliers and other stakeholders to bring about improved value creation

**Stakeholder relationship management**

* Effectively manage suppliers and contracts to sustain value throughout the life of contracts
* To implement Category Management principles where appropriate. Research and understand markets in which the business operates.
* To engage appropriate internal and external stakeholders to gain information and insight to support the development of strategic procurement
* To develop Supplier Relationship Management strategy to facilitate improved performance and increased market knowledge. To develop a structure and programme for supplier engagement. Benchmark performance

**Procurement administration**

* To ensure compliance with European and UK legislation, Government and Mining Remediation Authority policy
* To ensure that appropriate and correct commercial contract documentation and conditions of contract are applied to protect the Mining Remediation Authority
* To be responsible for procedures to obtain procurement approvals and authorisations to ensure expenditure is well directed and in accordance with the Mining Remediation Authority’s Policies.
* To provide and deliver training on procurement procedures and policies.
* To produce management information and reports

**General**

* To act in accordance with the behaviours and values of the organisation
* To manage your own performance to be accountable for meeting individual, team and corporate objectives
* To act in accordance with the Scheme of Delegation and ensure propriety and regularity in the handling of public funds
* To comply with and contribute to the improvement of operational and team processes and procedures
* To assist with the preparation and execution of the team’s objectives, budgets and financial records
* To identify opportunities and implement change leading to team development, system improvement and good value for money
* To maintain and develop positive stakeholder relationships in order to promote the Mining Remediation Authority and assist it to meet its objectives
* To support research and development projects
* To ensure that the Mining Remediation Authority’s statutory responsibilities are effectively discharged
* To carry out any further reasonable requests from your line manager

**Competencies Level**

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| **Seeing the bigger picture** - has an in-depth understanding and knowledge of how the role fits with and supports The Mining Remediation Authority’s business priorities | | **5** |
| **Changing and improving** - responsive, innovative and seek out opportunities for continuous improvement | | **4** |
| **Making effective decisions**- objective; uses sound judgement, evidence and knowledge to provide accurate, expert and professional advice in a timely manner | | **4** |
| **Leading and communicating** - leads from the front and communicates with clarity, conviction and enthusiasm | | **5** |
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| **Collaborating and partnering** - creates and maintains positive, professional and trusting working relationships with a wide range of people, within and outside The Mining Remediation Authority, to achieve results | | **4** |
| **Building capability for all** - has a strong focus on continuous learning for self, others and the organisation | | **4** |
| **Achieving commercial outcomes** - has a commercial, financial and sustainable mind-set to ensure all products and services deliver added value and stimulate growth | | **4** |
| **Delivering good value for money** - achieves a good mix of quality and effectiveness for minimal cost and to improve return on investment | | **5** |
| **Managing a quality service** - plans, organises and manages their time and activities to deliver a high-quality customer experience | | **5** |
| **Delivering at pace** - delivers timely performance, with energy, and taking responsibility and accountability for high-quality outcomes | | **5** |

**Person specification**

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| **Job Title:** Procurement Business Partner **Department:** Procurement | | |
|  | **Essential** | **Desirable** |
| **Qualifications and Training** | * Professionally qualified in Chartered Institute of Procurement and Supply |  |
| **Experience and Knowledge** | * Relevant post qualification experience * Experience of managing and prioritising multiple procurement projects * Knowledge of Procurement best practice * Experience of Supplier Relationship Management * Good negotiation skills * Good knowledge of UK and EU legislation | * Public sector |
| **Skills and Abilities** | * Able to work independently with minimal supervision * Able to quickly pick up and understand business requirements and markets * Able to collaborate with external organisations to understand and benchmark against best practice * Ability to deal with a varied and urgent workload |  |

     