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**Job Description**

**Job Title**: Procurement Business Partner

**Department:** Procurement

**Reports to:** Head of Procurement

**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.

**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** |

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| **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 |

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|  | **Essential** | **Desirable** |
| **Qualifications and Training** | * Professionally qualified in Chartered Institute of Procurement and Supply
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| **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
 | * Experience gained within public sector procurement
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| **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
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