



JOB DESCRIPTION

Post Title:	Group Procurement and Purchasing Manager
Duration:	Permanent
Responsible to:	Group Chief Legal Officer

Job Purpose

Reporting to and working closely with the Group Chief Legal Officer (who acts as the Monitoring Officer of both Tees Valley Combined Authority and South Tees Development Corporation), to be the senior manager of the Group's Procurement and Purchasing functions to provide procurement and purchasing advice across the group and a number of associated bodies - Tees Valley Combined Authority, South Tees Development Corporation, South Tees Site Company and Teesside International Airport Limited and associated companies (the '**Group**'). Under the terms of a group services agreement the TVCA Procurement provides procurement advice and support to the Group, ultimately to support the delivery of the ambitions of the region's strategic economic plan.

Duties & Responsibilities

- 1 Line manage the functional procurement and purchasing team including (but not limited to):
 - 1.1 Reviewing and keeping the Group's Procurement Strategy up to date and ensuring the delivery of its Implementation Plan to drive consistent best practice standards to ensure a good level of understanding of procurement and good procurement practices across the Group.
 - 1.2 Ensure that Group's Procurement workload is understood, tracked and properly managed.
 - 1.3 Ensure the purchasing function – which deals with purchase order, contacting, spend analysis and contract and contract management support as key elements of the P2P system, and interface with the Group finance functions - operates effectively and provides information to inform buying practices.
 - 1.4 Implement business partnering and the development of category management specialism within an integrated procurement function for the Group.
- 2 Directly and through the team to provide ensure the functions provide high quality and responsive public procurement and purchasing advice within the Group, to support the planning and delivery of their plans and programmes, managing your own portfolio of procurement, including (but not limited to):-
 - 2.1 advising on the procurements of a wide variety of contracts, including sub-threshold and over threshold processes (e.g via Find a Tender Service (FTS) or OJEU, CCS the North East Procurement Organisation and other frameworks as required.)
 - 2.2 advising on, negotiating, drafting and supply contracts, as necessary supported by the Group's Legal team and external advisors.

- 2.3 regulatory advice, including state aid, freedom of information, data protection and corporate and public governance.
 - 2.4 Group constitutional matters and public and corporate governance issues; and
 - 2.5 Working with the Group Chief Legal Officer in procuring and managing external legal advice to procurement processes as required, but actively minimising the need to do so.
 - 2.6 Providing commercial support within the Group in connection with the planning and delivery of programmes and projects, including negotiating effective contractual relationships and excellent working relationships with a wide range of funding and project partners, councils and business partners.
 - 2.7 Provide project management support within the group in connection with the development, evaluation, programming and delivery of a range of complex multi-disciplinary projects.
- 3 Engage with partner councils and other stakeholders as required in the planning and delivery of projects.
 - 4 Undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.
 - 5 Work flexibly and undertake such other duties and responsibilities commensurate with the grading and nature of the post.
 - 6 Take reasonable care of your own health & safety and co-operate with management, so far as is necessary, to enable compliance with the authority's health and safety rules and legislative requirements.
 - 7 This is a post which is politically restricted in accordance with the Local Government and Housing Act 1989

PERSON SPECIFICATION

Post Title: Group Procurement and Purchasing Manger

Qualifications and Experience			
Criteria	Essential	Desirable	Method of Assessment
Qualifications and Education	Full MCIPS qualification (or equivalent experience)	FCIPS	Certificates
Key Competencies	Public Procurement Commercial Procurement Team management Project management and delivery Public Procurement / State aid	Contract management Local Government Decision Making Considerable team management including change and performance improvement.	Application and interview
Experience and knowledge	Solid experience all aspects of public procurement exercises (including leading OJEU processes in Good Services and Works in Local Government or wider public sector Drawing up and negotiating commercial contracts Commercial negotiations, including multi-disciplinary projects. Spend analysis	Post-contract management. Acting as “intelligent client” Delivering Social Value outcomes through procurement.	Application and interview
Skills	Commercial awareness, with strong analytical skills and aptitude for developing innovative solutions to complex problems. Strong personal organisational skills.		Interview

	<p>Good negotiation, interpersonal and communications skills.</p> <p>Ability to work successfully with a wide range of public and private sector partners and stakeholders.</p> <p>Ability to advise and influence a wide range of audiences, including through constructive challenge.</p> <p>Networking, partnership, advocacy, negotiating and presentation skills that are persuasive and influential on others.</p> <p>Ability to operate effectively within the democratic process, with the acumen and skills to develop productive working relationships with staff within Tees Valley councils other key stakeholders.</p>		
<p>Personal Attributes</p>	<p>Pro-active, motivated and well-organised with a drive for achievement.</p> <p>Strong communicator.</p> <p>Energy, stamina and resilience.</p> <p>A high degree of personal integrity.</p> <p>Awareness of the need of customers, partners and other stakeholders.</p>		<p>Interview</p>