

WHERE
CAREERS
THRIVE

When potential
is unlocked,
talent *thrives*



West
Northamptonshire
Council

Procurement Business Partner

Corporate Finance and Procurement Team – Strategic Finance

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.

Purpose and impact:

The role of Procurement Business Partner is a key role within the Council's Corporate Finance and Procurement team focussing on the provision of strategic procurement advice and support across Council



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services ensuring procurement activities align with delivery of the Council's corporate plan and priority objectives. Working closely with our service and contract managers, through our business partnering approach, this role incorporates both the provision of strategic advice and management of the procurement cycle, commercial contract management whilst ensuring processes are robust, compliant and in line with the latest regulations.

Key responsibilities include;

- Provision of a customer focused Procurement service, commissioning and implementing the most effective Procurement solutions for all stakeholders and customers across the Council, ensuring the procurement team is visible, effective, innovative, responsive, and maintaining excellent levels of customer service.
- Implement innovative approaches to procurement, establishing new methods of delivery to support saving targets, social value and provide best value in sourcing and contract management. To ensure that the operational aspects of Procurement are aligned to the designated Service to meet both Service objectives and support the Council's Corporate plan and priority objectives.
- To participate in the wider development of the service and contribute to service improvement as required. This includes building effective working partnerships with Directors and Heads of Service to ensure Procurement plays an integral role in the business team.
- Provide assurance that the Council is compliant with relevant legislation and to ensure providers' proposals are delivered and relationships are developed to maximise the value and benefits from Council spend.
- To comply with the Council's agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, General Data Protection Regulations, Freedom of Information Act, Financial Management Regulations and other relevant Council and Government Regulations, Directives and City-wide priorities.
- To implement Procurement policies and interventions to ensure they deliver the required change strategies effectively.
- To undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Disability Discrimination Act 1995 as incorporated into the Equality Act 2010.
- To act in accordance with the Council's Constitution, Public Contract Regulations and other Codes of Conduct.

Accountable to:

This role is accountable to the Strategic Finance Manager for Corporate Finance and Procurement and will also have line management responsibility for a team of procurement managers and procurement officers. The role sits within the Strategic Finance and Procurement Service which forms part of the Resources Directorates within West Northamptonshire Council.

Responsibilities:

- Lead on the design, development and delivery of commercially focused sourcing and contract management strategies for the relevant service areas, working closely with Directors and Commissioners to ensure that corporate objectives and service needs are achieved. Taking

responsibility for developing, authoring and interpreting changes in procurement law and contract terms & conditions and service specifications ensuring current legislative requirements are met and protect the best interest of the Council.

- Advise, develop and deliver preferred options and procurement strategies, by working with colleagues in the service areas to deliver a procurement and contract management end to end service, aligning with the corporate plan.
- Ensure that a Category specific work plan is created and maintained for the relevant service area and procurement resource is allocated. Ensure that all procurement activity within the allocated category is included within the Strategic Procurement Forward Plan.
- Development of strategies through the application of commercial techniques and approaches which will ensure that best value and continuous improvement are achieved, and efficiency targets optimised in compliance with the Council's Constitution, legislation and best practice.
- Undertake market analysis and provider trends and capabilities within relevant sectors to ensure that procurement is based on best practice intelligence.
- Establishing networks with key providers and new market entrants at a senior level. Building relationships to shape and influence developments to ensure capacity and capability in the market will meet the Council's future needs.
- Deliver an objective and robust value for money challenge mechanism to Service Departments to support their service delivery requirements and maximise their spend capacity by providing strategic procurement advice and guidance, ensuring that all appropriate market options and associated risks are considered in sourcing decisions.
- Establish how the Procurement Strategy and policies, (e.g. social value, payment by results, TUPE, pensions etc.) will be applied to maximise value for money and benefits delivered through third party spend.
- During negotiated procurements for major projects lead on negotiation and dialogue with bidders to achieve the best outcome for the Council. Work closely with legal and finance departments to assess risk and facilitate contract drafting. For other projects provide guidance and constraints for negotiation.
- To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.
- Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
- Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons. This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect

changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

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Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
Able to think and plan strategically, envisioning the future of the sector and local area.	Essential	A, I, P
Excellent interpersonal skills to facilitate effective communication at all levels (including senior management, service managers, staff, Members , customers, and contractors)	Essential	A, I, P
Exhibit the professional behaviours of integrity, objectivity, confidentiality, and competency in accordance with the expectations of the role.	Essential	A, I, P
Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	Essential	A, I, P

Knowledge:	Essential / Desirable	Measured by
In depth working knowledge of the latest procurement regulations / legislation and systems and processes.	Essential	A, I, P
In depth working knowledge of e- tendering portals, systems and tools.	Essential	A, I, P
Good working knowledge of how Local Government works, governance and policy / process.	Desirable	A, I, P

Relevant experience:	Essential / Desirable	Measured by
Experience of leading strategic and complex projects as part of a cross functional team	Essential	A, I, P
Significant experience working at a senior level within a procurement role	Essential	A, I, P
Experience of managing staff	Essential	A, I, P
Experience of interrogating procurement management information, analysing and interpreting results and applying the findings .	Essential	A, I, P

Significant experience of providing procurement and contract management advice across different levels within an organisation.	Essential	A, I, P
Experience of managing the commercial aspects of contracts	Essential	A, I, P
Experience in the use of e-procurement systems and tools	Essential	A, I, P
Experience of managing and delivering procurement projects within a public sector / commercial / 3 rd sector environment	Essential	A, I, P

Education, training and work qualifications:	Essential / Desirable	Measured by
Member of Chartered Institute of Procurement and Supply (MCIPs) OR a Category specific relevant degree	Essential	A, I, D
Evidence of continued professional development	Essential	A, I, D
PRINCE 2 Foundation or Practitioner	Desirable	A, I, D

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

Day-to-day in the role:

Job family & salary band:	Professional Support 10	Worker type:	Flexible
People management responsibility:		Budget responsibility:	

Current pay scales and other benefits are published on the [Jobs and Careers](#) section of West Northamptonshire Council's internet.

Working conditions & how we work:

This role is a flexible worker, however there may be a requirement to attend One Angel Square periodically subject to business needs.

Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

T	Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
H	High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
R	Respect	we respect each other and our customers in a diverse, professional and supportive environment.
I	Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
V	Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
E	Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

"Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture."

Should you require this document in another format or language, please contact: Careers@westnorthants.gov.uk

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Choose a career that offers you a true sense of achievement,
fills you with pride and challenges you in a positive way, everyday.

The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
 - **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
 - **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
 - **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.
- We want you to have balance and be happy.



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