



JOB DESCRIPTION

Job Title:	Procurement Business Partner
Reports To:	Head of Procurement
Team:	Finance
Directorate(s):	Resource and Business Services
Grade:	B5
Job purpose:	To assist the Head of Procurement in delivering a Procurement Service to Broadland's stakeholders by implementing the Procurement Plan.

Overview:

1. Key skills to do the job

- Detailed procurement knowledge/understanding and the ability to apply this in the housing sector to ensure that the Organisation complies with relevant legislation.
- The ability to work with the Head of Procurement to provide an effective procurement service.
- Ensure procurement activities are focussed on value for money and ultimately the best outcome for Broadland, as well as compliance and price.

Required behaviours – Mandatory for all roles within Broadland

All staff and volunteers working for Broadland will always be expected to act in a manner that is consistent with our corporate values. The following sub-headings and example statements reflect these expectations, but you must refer to those agreed and used in all staff appraisal discussions and regard this more comprehensive list as the required standard.

Openness

You will admit to mistakes and learn from them.

Responsible

You will actively use your skills and knowledge to ensure high quality outcomes.

Collaborative

You will support Broadland's one team approach and challenge silo working when you are aware of it.

Fair

You will treat everyone you work with – tenants, colleagues and partners – with respect, politeness and courtesy.

Innovative

Embraces changes in ways of working when adopted by Broadland and supports colleagues who find change difficult.

Reliable

You will demonstrate 100% commitment to our customers – internal and external – in order to achieve the best possible outcomes.

Trustworthy

You will demonstrate professionalism in all that you do and stick to our approved policies and procedures.

Environmentally Aware

You will help the Association reduce its carbon footprint by looking to help us reduce the damage of our activities on the planet.

2. Communication & Interpersonal Skills

- Ability to chair meetings with groups of stakeholders and suppliers' representatives, including tender presentation and interview sessions, contract mobilisation and contract meetings.
- Ability to provide assistance to stakeholders on the management of contracts.
- Ability to lead tender processes, assisting stakeholders in the development of specifications and the tender evaluation process.
- Ability to communicate tender/procurement information clearly, both verbally and in writing.
- Ability to negotiate terms with suppliers.

3. Delegated authority

- You will work within agreed budget authority limits as set out in the approved financial regulations (financial authority levels) as detailed by your line manager.
- All activities you undertake must be in support of delivering the corporate strategy and as such can be evidenced to help us achieve our aims.
- You may work within the confines of the agreed policies and procedures as detailed by the Association and your line manager, variation from this unless stated clearly within/from your manager must be approved by the appropriate person with authority to do so – as detailed in the approved Standing Orders.

Key activities of the role:

This list is deliberately not exhaustive, and you must expect to undertake other duties, as directed by your line manager, which are at an appropriate level to your grade and experience, as may be required from time to time.

- Carrying out Procurement via Broadland's Tendering Portal and undertaking tendering, evaluation and monitoring of a wide range of services, supplies and works.
- Working closely with the Head of Procurement on policies and procedures and to deliver procurement plans designed to provide value for money, improve effectiveness and deliver quality of service.
- Ensuring value for money and quality improvements are recorded and reported to stakeholders and the Leadership Group.
- Assisting stakeholders in the selection of appropriate suppliers and contractors and promoting good procurement practice with due regard to sustainability, ethical purchasing standards and whole life costing.
- Negotiating contract terms/KPIs on a range of contracts and supporting colleagues with contract management.
- Ensuring procurement and contract data is updated on information systems.
- Identifying opportunities to use procurement activities to drive further value for money and better ways of working.
- Ensuring the procurement service is compliant with both financial regulations, standing orders, UK and EU procurement legislation.
- Supporting stakeholders on a day-to-day basis across the business with procurement queries and contractual issues.
- Obtaining and evaluating management information/spend data to ensure compliance with contracts and to inform procurement reporting.
- Raising purchase orders on Broadland Business Systems (BBS) as and when required.

Common Features applicable to all roles within Broadland:

- Flexibility in out of hours working, as business needs dictate.
- You must keep up to date with sector developments and particularly any applicable to your own role.
- You will undertake all corporate or job specific training required by the Association as part of your job. All training is considered mandatory.
- You will act in accordance with the mission and values of the Group strategy.
- There is a duty to ensure your own health and safety at work and that of your colleagues and to co-operate with the Group for it to fulfil its legal obligations.
- There is an expectation that you will promote Equality, Diversity and Inclusion.
- You will undertake any other duties, as directed by the line manager, which are at an appropriate level to your grade, as may be required from time to time.



PERSON SPECIFICATION

Job Title: Procurement Business Partner

Essential Criteria

Qualifications

- 5 GCSES (Grade C or above or equivalent) including English and Mathematics
- Chartered Institute of Procurement and Supply (CIPS) Advanced Diploma in Procurement and Supply or willingness to work towards.

Experience

- Delivering housing/property related procurement services.
- Preparing housing/property related tender documents and running tenders.
- Contract management and administration.
- Excellent stakeholder relationship management skills.
- Effective stakeholder liaison, with the ability to find positive outcomes.
- Good communications skills, both verbal and written.
- Good numerical and analytical skills.
- Planning, negotiating, and carrying out effective procurement within budgets.
- IT skills including the proficient use of Microsoft Word, Excel, Outlook, Teams, and e-Tendering.

Desirable Criteria

Qualifications

- Degree level qualification

Experience

- Managing several areas of responsibility.
- Managing multiple tender exercises.
- Housing sector.
- Running a Find a Tender Service (FTS) procurement.
- Running procurement processes.