

Role Title: Procurement Business Partner

Salary: Special C - £58,010 - £61,811 pay award pending

Location: Bradford, Sir Henry Mitchell House

Report to: Assistant Director of Finance and Resources

About Us

Bradford has created a new Children and Families Trust, which has been commissioned by Bradford Council to deliver a wide range of services for children, families and young people on their behalf. The Trust is accountable for determining how outcomes of these services are achieved and for the day-to-day running of commissioned children's services.

This is an important opportunity to renew our approach to delivering the support that Bradford's children, young people and families in need, by renewing services and creating a new organisation. We are bringing the mindset, dynamism and energy of a start-up together with the national expertise and determination of the Trust's Board, senior leadership and our colleagues' practical experiences of providing children's services in Bradford.

As a new organisation, Bradford Children and Families Trust has established our own purpose, vision, and outcomes for what we aim to achieve. r

Our vision: For all children and young people in Bradford to be safe and able to realise their full potential.

Our purpose: To provide high-quality services with partners that help safeguard, support and promote the welfare of children, young people and families across the Bradford District.

We will achieve this through continuous improvements in our services and positive collaboration with our staff, our partner organisations.

Job Overview

The post holder will support the Trust in the management of the commissioning cycle, through the provision of best practice procurement, including e-procurement solutions.

Ensuring delivery of the Trust's objectives in a compliant manner and to the highest possible professional standards, complying with all aspects of relevant legislation and public accountability requirements.

They will be accountable for the delivery of specific strategic procurement projects, and support the development and delivery of service strategies and objectives.



Main Duties and Responsibilities

- Explore optimum routes to procurement based on market developments and changes to service requirements.
- Liaise with commissioners in the development of business case and service specification documents.
- Manage the procurement process, including Contracts Panel, eTendering platform, and Contracts Database; to ensure compliance with all relevant legislation.
- Facilitate contract social value opportunities and sustainable outcomes in partnership with commissioners.
- Ensure that best practice procurement is adopted throughout the Trust and that stakeholders understand their role, responsibilities and boundaries of procurement in a public sector organisation
- Provide clear, balanced and accurate advice and guidance to commissioners on issues arising within the post holder's areas of responsibility.
- To ensure anticipated benefits and value are delivered by implementing contract management and strategic supplier relationship processes. Leading and supporting programmes for high-value and high-risk contracts.
- Minimise and mitigate risk for the Trust through appropriate application of procurement tools and techniques.
- Work collaboratively with other organisations, including neighbours. and public sector bodies on behalf of the Trust to share plans and collaborate on the delivery of additional value and innovation.
- Conduct procurement activity within the procurement category portfolio in compliance with the council's constitution, UK and EU procurement regulations.

About You

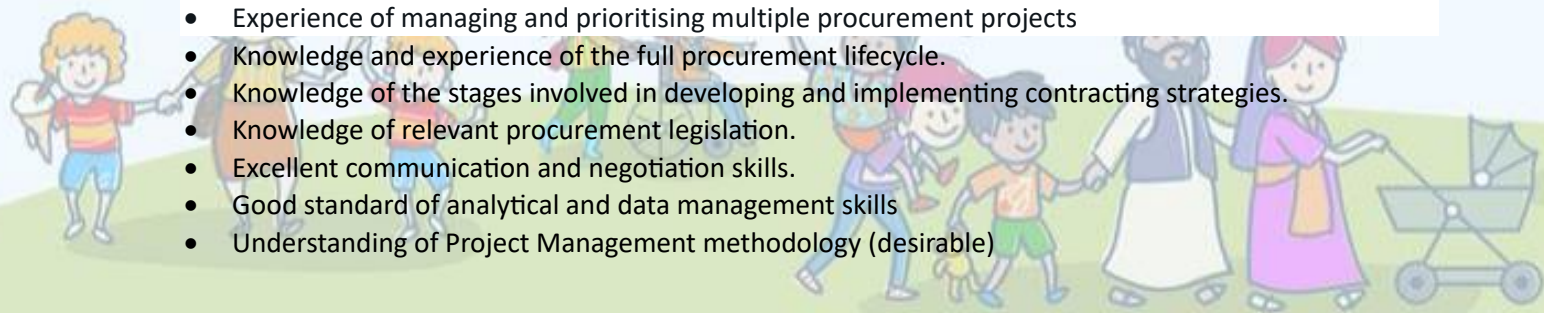
We are looking for applicants who can demonstrate that they meet the following requirements:

Education:

- 5 GCSE's graded at A to C, two of which must be English and Maths (or equivalent qualifications)
- Chartered Institute of Procurement and Supply (CIPS) Level 4 (or equivalent procurement qualification) or working towards

Essential experience, knowledge and skills:

- Experience of working in a procurement, finance or commissioning environment
- Experience of electronic systems administration and operation
- Proven experience of communication with internal and external contacts
- Understanding of public sector procurement legislation
- Experience of managing and prioritising multiple procurement projects
- Knowledge and experience of the full procurement lifecycle.
- Knowledge of the stages involved in developing and implementing contracting strategies.
- Knowledge of relevant procurement legislation.
- Excellent communication and negotiation skills.
- Good standard of analytical and data management skills
- Understanding of Project Management methodology (desirable)



The job role will require working outside of normal office hours to attend meetings.
The job role may require travel between different local sites.

Person Specification:

Assessment By

Experience			
Demonstrable experience of procurement projects within a children's and young people service	✓	✓	✓
Demonstrable Procurement, Category Management and Commercial skills and expertise of delivering improvements and efficiencies	✓	✓	✓
Experience of identifying and delivering commercial savings	✓	✓	
Experience of managing spend analysis and a contract register to identify opportunities	✓	✓	
An <u>up to date</u> knowledge of relevant supply markets and intelligence gathering methods	✓	✓	
Ability to demonstrate and maximise the positive impact of procurement on the local business and wider community		✓	

<u>Qualifications / Training</u>			
Qualified to CIPS professional level or has extensive experience in a procurement discipline in the public sector.	✓		
Evidence of a strong commitment to further professional development	✓		

Practical Skills			
Being resourceful in the face of challenges and blocks, able and willing to challenge inappropriate behaviours or procurement activity.		✓	
Good negotiating and influencing skills with confidence to consistently challenge status quo and deliver innovative and commercially advantageous procurement solutions, operating outside traditional approaches	✓	✓	
Good presentation and report writing skills	✓	✓	✓
Excellent Project Management skills with attention to detail, with proven analytical experience and highly numerate	✓	✓	
Ability to work as part of a team and manage own time to ensure priorities are delivered.	✓	✓	
Well-developed communication skills for interaction with all levels of internal/external clients and for conducting commercial negotiations		✓	



<u>Personal Qualities and Attributes</u>			
A knowledge of and commitment to Equality & Diversity issues	✓	✓	
Excellent inter-personal skills	✓	✓	
Self-motivated, ability to work under pressure and demonstrate resilience	✓	✓	
Embrace and promote a coaching ethos and willingness to learn with ability to motivate and get the best from others	✓	✓	

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Safeguarding Responsibilities

Bradford Children and Families Trust is committed to safeguarding and promoting the welfare of all children who use our services and as such expects all staff to share this commitment.

Successful applicants will be required to complete the relevant safeguarding checks. A DBS check will be required.

We are an equal opportunities employer.

