

**Hours:** 37 hours per week  
**Contract:** Permanent  
**Salary:** £36,371-£39,571 per annum  
**Head office:** Sheffield

The South Yorkshire Mayoral Combined Authority (SYMCA) brings together the local authorities of Barnsley, Doncaster, Rotherham and Sheffield and the private sector through the Local Enterprise Partnership (LEP). These bodies together serve the communities and businesses of South Yorkshire. From transport to housing, from business growth to skills, the SYMCA has a great story to tell. We have ambitions to deliver recovery and renewal for people, businesses and places across South Yorkshire after the COVID pandemic.

Are you a strong, highly organised officer who would enjoy the challenge of providing a comprehensive and efficient operational support service to the Procurement, Contracts and Programme Controls team within South Yorkshire Mayoral Combined Authority?.

We are seeking a **Procurement Officer** who will assist with the procurement management for large contracts and procurement, required by the Mayoral Combined Authority's procurement framework. The postholder will ensure compliance with procedures and process across the organisation through provision of advice and guidance to officers throughout the organisation, enabling them to achieve best value for money.

In this role, you will use and build strong skills in communication in producing quality documentation including tender documentation, Able to demonstrate ability to work on own initiative with flexibility and adaptability as well as being an excellent team player and being capable of working collaboratively. presentations and reports ensuring they are suitable for a wide range of different audiences. A key part of this role will be working collaboratively with all colleagues across the organisation and supporting them to procure a range of goods and services as required.

You will be adept at efficiently managing time and competing priorities. You will also have experience of drafting and implementing operational processes and procedures (including tendering documents).

You will also have excellent personal and interpersonal skills (both verbal and written) and be able to engage with stakeholders at all levels across the Mayoral Combined Authority.

In return, we offer a competitive salary, access to a Local Government Pension Scheme and the chance to be part of an organisation where you can really make a difference. Located in a vibrant city centre location, we are well-placed for transport links and encourage employees to take advantage of a range of benefits, including active travel facilities. We believe in a healthy work/life balance.

For further information, or to arrange an informal discussion about the role, please email [recruitment@southyorkshire-ca.gov.uk](mailto:recruitment@southyorkshire-ca.gov.uk)

### **How to apply**

Please apply online at [recruitment](#) or email [recruitment@southyorkshire-ca.gov.uk](mailto:recruitment@southyorkshire-ca.gov.uk) to request an application pack or alternatively call our 24 hour recruitment line on 0114 2211 223

**Applications no later than:** 9.00am on Friday 8 July 2022

**Interviews will take place:** Week Commencing 18 July 2022

In your application, set out how you meet the essential experience, knowledge and skills needed to fulfil the post, providing clear and real examples, briefly setting out your role within these and the outcome of your actions. Completed applications should be emailed to [recruitment@southyorkshire-ca.gov.uk](mailto:recruitment@southyorkshire-ca.gov.uk)

Discover more about the South Yorkshire Mayoral Combined Authority by visiting <https://southyorkshire-ca.gov.uk>