

Job Title	Procurement Manager
Team	Procurement, Contracts and Programme Controls
Reporting To	Head of Procurement

About your role

You will be responsible for providing the day-to-day management for the procurement of large contracts and other procurement activity required by the South Yorkshire Mayoral Combined Authority (SYMCA). The postholder will ensure the approach to procurement management is compliant with procedures and process across the organisation, leading on the provision of advice and guidance to officers throughout the organisation, enabling them to achieve best value for money.

Working to the Head of Procurement your team will be within the Finance and Investment Directorate of the South Yorkshire Mayoral Combined Authority. Along with other support functions you will ensure a standardised, professional, responsive service to the Authority.

Why is your role important or how does it add value?

- Embed the SYMCA procurement management strategy across the organisation and ensure it is understood and implemented across the organisation.
- Working collaboratively with all colleagues and develop strong partnerships with internal customers providing advice and support on issues relevant to procurement of a range of goods and services as required.
- Ensuring procurement management is used to properly enable the delivery of our organisational objectives.
- Ensuring the ongoing development and implementation of systems, procedures, and protocols to enable effective management of procurement

What are the tasks or work areas you are responsible for?

- Day to day responsibility for procurement management of a range of goods and services, taking appropriate action to address identified issues and to inform relevant colleagues of any concerns, escalating to the Head of Procurement where necessary.
- Work collaboratively to provide procurement expertise to enable the drafting of contracts, contract variations, extensions and associated documents and coordinate tender clarification responses. .
- Day to day responsibility for ensuring that procurement management activity including tendering process, evaluation and award are completed in accordance with timescales.
- Lead on activities relating to engagement with the supply chain and ensuring best practice supplier relationship management is in place and applied, to ensure that market engagement is optimised.

<ul style="list-style-type: none"> Maintain a detailed knowledge and awareness of legislation, policy, practice and procedure in procurement and the organisations Financial Regulations.
<ul style="list-style-type: none"> Implementation of effective internal controls, through the design and function of a client orientated procurement management system for the MCA and related reporting requirements.
<ul style="list-style-type: none"> Lead on the development of process improvements across the procurement function, identifying new opportunities to enable the organisation to deliver its objectives.
<ul style="list-style-type: none"> Lead on the development of the Procurement pipeline and associated MI to analyse spend activity to identify opportunities to consolidate spend and optimise buying power.
<ul style="list-style-type: none"> Working with teams across the authority to ensure that procurement activity aligns with the strategic objectives and business plans of the organisation, ensuring value for money is achieved.
<ul style="list-style-type: none"> Training, supervision, and line management of a Procurement Officer.
<ul style="list-style-type: none"> Undertake any other duties commensurate with the role as requested by management

About You

What kind of **behaviours** are important?

Ambition	Does not give in easily, prepared to stick at things to get something finished - persistent
	A consistent and persistent focus on what matters most for delivery
Innovative	Urgency in identifying problems and finding imaginative ways to solve them – avoiding added bureaucracy or unnecessary work
	Willing to be challenged by colleagues – and to bring constructive challenge and support
Integrity	Organised and structured in how they work, demonstrating good personal time management
	Able to balance conflicting demands on their time, prioritises their workload well
Collaborative	Open minded to the ideas, contribution, or comments from colleagues, does not dismiss what others have to say
	Willingly adapts their style to suit different situations
Flexible	Moves quickly to get things done, invests additional effort if needed to meet a deadline or a goal
	Open minded and receptive to new ideas and suggestions, acknowledges the benefit of change even if they have personal concerns
Impact	Understands the purpose of the organisation, knows the vision and the strategic intention of the organisation
	Sees opportunities to make processes or how they work better, speaks up and shares their ideas

What **qualifications** or wider knowledge do you need?

	E/D	A/I
Educated to A level standard or equivalent (must include English language and Maths to GCSE level) or equivalent or relevant experience	E	A
Educated to degree level or equivalent in a relevant area.	E	A/I
Proficient in Microsoft Office	E	I

Knowledge of IT solutions and their use in a business environment.	E	A/I
Awareness and understanding of the whole life cycle of procurement and contract management approach.	E	A/I
Recognised accredited procurement or contract management professions qualification	E	A
Understanding of local government/public sector procurement issues	E	A

What previous experience is needed?	E/D	A/I
Previous experience of drafting and implementing operational processes and procedures (including tendering documents)	E	A/I
Understanding and awareness of Local Government/public sector procurement issues e.g. competitive tendering requirement, achievement of value for money, need for a mixed economy, the role of procurement in the delivery of best value and efficiency	E	A/I
Previous experience of working with highly confidential, sensitive, and contentious information.	E	I
Experience of utilising Microsoft products e.g. Word, PowerPoint, and Excel to produce professional documentation.	E	I
Awareness and understanding of how to drive the achievement of best practice value and efficiency improvements	E	I
Experience of working with senior business leaders, senior executives, elected members and other politicians, including presenting professional advice and guidance in the form of reports, briefs to a variety of audiences	E	I
Experience of team management through a matrix operational system.	E	A/I
Experience of managing a heavy and challenging workload.	E	I

What skills should you have?	E/D	A/I
Strong communication skills in producing quality documentation including tender documentation, presentations and reports ensuring they are suitable for a wide range of different audiences.	E	A/I
Highly numerate and able to think commercially in relation to income generation and expenditure contracts, with the ability to make assessments of alternative business proposals, and to think creatively about options	E	I
High professional standards with the ability to work on own initiative and perform duties with a high degree of tact and diplomacy.	E	I
Knowledge and experience of using technological solutions to improve service delivery	E	A/I
Experience of involvement in large-scale procurement exercises	E	A/I
Ability to adopt an effective approach to problem-solving, adapting to changes in circumstances or information.	E	I
Strong organisation and time management skills with the ability to work under pressure, being self-motivated and able to use own initiative to complete tasks under minimal supervision.	E	A/I
The ability to understand complexity and give accurate concise advice to decision makers and more senior colleagues.	E	A/I