Your job

Job Title: Procurement Business Partner

Service: G10

Grade: Procurement Manager - Services

Reporting to: Procurement

To strategically partner with service areas for Services, aligning procurement activity with both corporate objectives and our Progress With Unity missions. The role provides commercial insight, an opportunity to drive cost efficiencies and ensures procurement supports service delivery priorities.

Wigan Council is a high-performing, nationally recognised Council which has a strong track record of transforming and delivering innovative public services which make a real difference to people's lives. Whilst we are proud of our culture and the impact that our work has had, we know that there is much more to do, by working together to support local people, businesses and communities where they need it most, we are determined to tackle the significant inequalities which exist across the Borough.

Growing an economy that works for all the people living in our Borough is fundamental to our plans, with Community Wealth Building (CWB) at the heart of this mission. As one of the largest anchor organisations in the Borough we are also determined to make sure that we use public money that is intended for Wigan in its broadest sense, improving the health and wealth of local people by directing and re-directing as much wealth back into the Borough.

To support and drive our mission forward we are harnessing the significant power of Public Sector Procurement and unlocking the key role that public spending through an innovative, progressive procurement support service can play in building more social, economic and environmental benefit for our Borough.

Developing and embedding forward-thinking procurement practice across the diverse range of commissioning and contractual opportunities across the Council is central to our plans to achieve much wider financial and non-financial impact through significant investment of public spending which has a positive impact on local people, businesses and communities

Mandatory Statement

The Council is committed to complying with European General Data Protection regulations (UKGDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection regulations.

Wigan Council is an active, strong, and committed corporate parent. As a priority, all employees have a responsibility towards the children we look after and care leavers, not just those employed by the Children's Directorate.

In this job you will:

In the next 12 months, you will:

Deliver Strategic Business Partnering

- Lead engagement with service departments to understand needs and develop specific procurement strategies;
- Translate Progress With Unity missions into procurement plans and category strategies with your Procurement Manager;
- Work with our commissioners and in-house Legal team to draft, review and where necessary, engage in dialogue and negotiate complex contracts;
- Ensure procurement strategies champion inclusive engagement by including co-production workshops with residents, businesses, VCFSE groups, faith organisations, youth/under-represented groups;
- Undertake people management responsibilities within the Procurement Team, showcasing your leadership skills in training and motivating the Procurement Officer and/or Apprentice;
- Work with respective Procurement Manager in navigating unpredictable and urgent demands & any other requirements, as deemed necessary.

Deliver Market and Supplier Engagement

- Conduct market research, analyse supplier capabilities; deliver pre-market engagement (PME) to co-produce procurement strategies and analyse supplier capabilities.
- Develop and maintain relationships that drive innovation, quality improvement and risk management.

Ensure Governance and Compliance

- Ensure procurement activity complies with all relevant procurement legislation (For example, Procurement Act 2023; Provider Selection Regime [PSR]), Council Contract Procedure Rules (CPRs) along with commercial best practice.
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules

In this job you will need:

- You must be able to demonstrate the following essential requirements:
- Experience in delivering procurement within local government or public sector;
- Expertise in category management and strategic procurement;
- Delivering high-risk procurement exercises that can take up to a year thus possessing a strong skillset consisting of project management; time management; people management and concentration;
- Excellent communication and interpersonal skills, with the ability to present information and facilitate engagement with a wide range of audiences;
- Ability to influence senior stakeholders and communicate complex commercial issues in line with contracting authority missions;
- Ability to interpret and apply governing rules and regulations along with supporting other team members in implementing such interpretations;
- Have an innovative mindset, showing intuition and applying creative skills in order to develop new solutions, incorporating ideas or concepts which are new and untried in certain department and sectors;
- Strong analytical skills – Ability to understand complex data and implement successfully into procurement strategies;

- Relationship-building skills - Proven ability to build effective relationships, working constructively and collaboratively with senior management, stakeholders and ideally, elected members;
- Strong commercial acumen and negotiation skills;
- Ability to work independently and as part of a team.
- Experience of effectively working towards the organisational strategy, achieving clear quality standards, targets and outcomes.

Our Culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **TeamWigan** behaviours.

Be Positive	Take pride in all that you do and support and develop yourself and others.
Be Accountable	Be responsible for making things better, enabling change and supporting improvement.
Be Courageous	Be open to doing things differently and working collaboratively with others.
Be Kind	Be helpful, generous and thoughtful towards yourself and others.