Your job

Job Title: Senior Procurement Officer

Service: Strategy & Innovation

Grade: 9

Reporting to: Procurement Manager

The Procurement Team is passionate about making a difference to the Borough by maximising the impact of progressive procurement for the place, local people and businesses. The team is embarking upon an exciting time of transformation welcoming the new Procurement Act as a catalyst for positive change, strengthening our commitment to Community Wealth Building across Wigan whilst also supporting a wide variety of service areas to deliver sustainable and affordable goods and services. We deliver Mission-Driven Procurement.

You will support with effective procurement, commissioning and contract management. This will also include both providing and supporting a range of functions to enable the delivery of transformation of services across the Council.

You will play a key role in ensuring that different Departments of the Council are supported by the effective procurement and contract management of services (Delete - a wide spectrum of services ranging across the remit of the entire Local Authority).

The post holder is for public procurement practitioners who will work alongside a wide variety of internal stakeholders, for example, public health partners, schools, NHS staff, Elected Members of the Council and staff from across the Council.

This is a great opportunity to develop your procurement career. The team structure has recently been re-designed to enable team members to develop and grow.

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:

Deliver Operational Procurement

- Play a lead role in the delivery of end-to-end medium-to-high risk procurement activity, including providing advice, guidance and assurance enabling commissioners'/contract managers to deliver service requirements.
- Lead on procurement processes, developing timelines for tendering to comply with the Council's democratic decision-making processes and the Government's Transparency Regime.
- Provide a service that will transform and improve services whilst also delivering financial efficiency savings whilst ensuring compliance with legal and democratic processes.
- Support with the development of innovative procurement frameworks that are developed in order to support the two missions of Progress With Unity, improving system-wide outcomes for the Borough and its residents.
- Deliver co-production workshops with residents, businesses, VCFSE groups, faith organisations, youth/underrepresented groups.
- Ensure the implementation of comprehensive contracting and performance management systems to ensure services are of high quality, have the desired impact, meet safeguarding requirements, and have clear escalation and governance mechanisms.

- Ensure the appropriate planning of and availability of capacity to deliver the required procurement and contractual mechanisms to meet the Council's requirements.
- Support Wigan's programme for Community Wealth Building.
- Embed both pre-market engagement (PME) and resident engagement within your procurement exercises.
- Support effective contract management of commissioned goods, works and services, further working with the Ethical Practice Manager to support contract managers in presenting at the Community Wealth Building Procurement and Finance Group.
- Report progress to your Procurement Manager, producing concise briefings and updates, escalate risks and mitigation plans promptly.
- Support with the mapping and maintenance of both of the Council's Contract register and procurement pipeline.
- Support with reporting against Council Key Performance Indicators (KPIs).
- Support with the administration of the Council's Spend Management process, providing reports to aid decision-making.
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules.

<u>Work Within a Positive Workforce Culture</u>

- Be part of a positive workforce culture.
- Provide professional procurement expertise and support for our Procurement Officer(s).
- Manage Stakeholder Engagement
- Develop and maintain positive working relationships with internal colleagues and bottleneck/leverage suppliers. You will challenge and support, acting as a "critical friend" whenever required.
- Work with partners to test innovative ways of procuring and commissioning goods, works and services.
- Deliver procurement activities on behalf of partners, for example schools.
- Work directly with Finance Business Partners and Financial Accountants in order to implement robust financial processes that support effective commissioning and procurement.
- Support the Ethical Practice Manager with the recording and sharing of Social Value activities and pledges.

- Attendance at business events to support Wigan businesses and community organisations (Including the Voluntary, Community Faith and Social Enterprise [VCFSE]) sector.

Manage 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.

In this job you will need:

You must be able to demonstrate the following essential requirements:

- Professional Qualification or experience relevant to the role.
- Proven experience of working in commissioning and/or procurement.
- Experience of conducting pre-market engagement (PME) and community engagement.
- An ability to think creatively about establishing supply chains and partnerships that work towards targeting the Borough's inequalities.
- Experience of supporting service re-design and commissioning of Works and Services.
- Good understanding of the appropriate policy and relevant legislations – Public Contract Regulations 2015, Procurement Act 2023.
- The ability to develop own capabilities to meet existing and future job demands and challenges by taking opportunities to develop skills and knowledge through commitment to continuous professional development (CPD).
- Knowledge and understanding of commissioning practice within local authorities.
- Effective communication skills, both written and oral.
- Project management skills to effectively plan, develop and deliver full procurement projects.
- Understanding of partnership working and an ability to establish networks.
- Experience of contract monitoring and contractual delivery evaluation.
- An understanding of the roles of the Council's wide-ranging services.
- Excellent customer care skills.
- Good organisational skills.
- Good understanding of local government

- Ability to understand community priorities and embed within own procurement projects.
- Ability to interpret and apply governing rules and regulations.
- Able to influence without authority and overcome resistance to deliver outcomes.
- Ability to produce briefing notes and actively contribute to developing tender reports that clearly set out options, impacts and recommendations of procurement exercises.
- Ability to utilise own initiative and lead on procurement exercises.

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."