

Procurement Business Partner

Location: Canary Wharf, London

Reports to: Head of Procurement

Grade: B

Job purpose

Managing all aspects of the procurement process ensuring that activities comply with the UK Public Procurement Legislation and the Trade and Co-operation Agreement (TCA) with the EU. Work proactively with stakeholders to make sure procurement policies and processes are followed and that activities are conducted in a compliant and timely manner. Provide active support to business owners of managing supplier relationships and contracts and take action to ensure achievement of contract obligations and supplier partnership objectives. Actively seek opportunities to obtain continuous improvement in supplier service and value for money.

Main accountabilities

- To provide technical expertise on the delivery of GPhC procurement activities which includes the management and development of junior team members.
- Ensure procurement and purchasing activities, working closely with the appropriate business area, deliver both quality and value for money (VfM) outcomes.
- Provides proactive engagement with stakeholders and advice to business areas on appropriate procurement routes.
- Supports activities to make sure that the GPhC (as a public body for procurement purposes) complies with the TCA, WTO, UK and other relevant legislation and regulation impacting purchasing and procurement activities.
- Manages tendering, selection, and award processes (TCA compliant where required) in close collaboration with business areas and leads on price negotiations.
- Negotiates with suppliers to agree contract terms in line with GPhC policy. Supports the development of contract management processes including monitoring of supplier performance against agreed service levels and, together with business owners, intervenes to ensure compliance.
- Implements and communicates policies to managers and provides training and support where required.

- Supports, in collaboration with business owners, the development of initiatives to continuously improve VfM, quality, SLA performance, business continuity, sustainability and other aspects of GPhC's contracts and supplier partnerships.
- Maintains an active knowledge of the market for goods and services relevant to GPhC operations. Close collaboration and working with both internal stakeholders and external suppliers to deliver a compliant procurement process.

Success Measures

- Best practice procurement procedures followed and value for money achieved.
- Robust contracts in place ensuring continuity of supply and quality of supplier performance.
- All significant procurement activities managed by the Procurement department.
- Compliance with the Procurement policy and the Standing Financial Instructions achieved.
- Strong relationships built with internal customers.

Knowledge and skills for this job	Essential	Desirable
Experience in procuring a range of commodities, ideally including professional services, IT, facilities management, and general office services, in the public and private sectors.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Knowledge of best practice procurement and supplier management techniques.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Knowledge of relevant TCA, WTO, GPA and UK public sector procurement legislation and regulation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Good IT skills including the full Microsoft Office Suite and relevant software.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to work under pressure and deal with competing priorities. Solid relationship management and performance management skills.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to negotiate effectively with suppliers. Excellent written and verbal communication, listening and interpersonal skills with the ability to deal tactfully and diplomatically with a wide range of people combined with an appreciation of the importance of confidentiality.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Apply the relevant management systems, procedures, policies and training related to risk management, health and safety, information security, data protection and business continuity.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Apply and manage the diversity and equality policy and practice pertinent to the role.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Educated to Degree level or equivalent. A member of the Chartered Institute of Purchasing and Supply.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Understand how procurement contributes to both organisational strategy and national objectives.	<input type="checkbox"/>	<input checked="" type="checkbox"/>

The knowledge and skills required for this role may change according to the needs of the GPhC and you will be required to perform any other reasonable duties as may be assigned from time to time.