

**Job Role:** Procurement Business Partner

**Responsible To:** Director of Finance and Investment

**Responsible For:** Procurement Team

**Directorate:** Finance and Investment

**Purpose:**

You will be a key member of the Finance and Investment Team delivering excellent value for money services supporting all directorates within Teign Housing and Templer HomeBuild.

You will lead and deliver effective procurement for the organisation providing value for money whist ensuring that regulatory and statutory requirements are met.

You will design and embed effective procurement processes across the business whilst supporting colleagues undertaking procurement and purchasing activities for contracts across the business.

You will work closely with colleagues to lead, manage, and develop key procurement documents to meet strategic and operational objectives.

You will ensure compliance with policy and regulations whilst maintaining a robust, transparent and auditable process.

You will work within the Company’s Equality and Diversity Policy, Health and Safety Policy, Customer Service and Performance Policies ensuring that these are complied with throughout all activities within the scope of this role to ensure the highest standards of customer care.

You will ensure that all activities undertaken are carried out to the highest standards of integrity and professionalism in accordance with the Company’s policies and procedures.

**Key Achievement Areas and Responsibilities**

* Deliver an efficient, effective, procurement service for Teign Housing and Templer HomeBuild
* Being the internal expert on procurement, frameworks, legislation, systems, policies and procedures related to it - supporting the business to deliver Value for Money and quality services
* Develop a newly formed procurement team ensuring they meet their key objectives
* Ensure that regulatory and statutory requirements are met across the organisation
* Promote strong stakeholder relationships - internally, regulatory and within the sector
* Use data and insight, provide effective procurement, contract management and continuous improvement to enabling confident decision-making
* Support colleagues undertaking procurement and purchasing activities for contracts across the business
* Develop and maintain procurement processes and documentation, that meet regulatory and statutory requirements.
* Lead and promote best practice procurement for the organisation.
* Implement and embed the procurement strategy into the longer term
* Ensure a structured approach to procurement to maximise Value for Money
* Undertaking supplier due diligence checks including risk analysis, credit and insurance
* Ensure that the tendering, evaluation, placement and monitoring of a wide range of procurement adheres to legislation, policy and procedure
* Maintain a suite of templates and guidance documents for use by colleagues across the group
* Maintain your up-to-date professional knowledge of procurement regulations and best practice.
* Maintain and publish the contract register.
* Report on performance, opportunities, risks and other procurement related matters.
* Represent the organisation in regional consortia, frameworks and other external-facing activities.
* Lead and undertake the procurement of services, materials and other contracts:
  + Write tenders specifications and evaluation criteria
  + Ensure Corporate Social Responsibility is included as part of the evaluation process
  + Publish tenders, engage with bidders and stakeholders throughout the process
  + Lead the scoring and evaluation of tender
  + Advise and support procurement activities undertaken by other colleagues within the business
  + Assess available frameworks for the organisation for specific procurement activities.

**Health and Safety Responsibilities**

1. Take responsibility for own Health & Safety and not to put others at risk.
2. To follow all guidance, policies and procedures associated with health and safety and ensure any risk assessments for this role have been read and understood.
3. To comply with all health and safety legislation and regulations associated with the role. If in doubt, contact the Health and Safety Team for help and support.

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| No job profile can cover every issue, which may arise within the post at various times and the jobholder is expected to carry out other duties requested from time to time. |

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| **Post Holder Name:** |  |
| **Post Holder Signature:** |  |
| **Date:** |  |