

Role Profile – Family/Tier 5 +

Job Title:	Reporting to:
Procurement Business Partner	Procurement Manager
Directorate:	Location:
Corporate Services	Blended – Home and PA Offices and properties
Risk Assessment	R1: Officer Worker



Role Purpose:

The role of the Procurement Business Partner is to support, influence, and contribute to the overall strategic direction and operational performance of the organisation. By supporting and delivering a highly solutions focused procurement service to the business will drive transformational change.

Working in partnership with and leading cross-functional teams the Procurement Business Partner will deliver procurements from the point of scoping through to contract hand over. The procurements will be compliant, ensuring that internal policy and legislative requirements are fully met and having residents at the forefront of decisions made.

The Procurement Business Partner will have responsibility for high-quality procurements, applying innovative and progressive methodologies; whilst delivering tangible outcomes, significant 'Social Value' and 'Value for Money' benefits.

Role Impact Statement:

Delivers day to day operational activity focused on internal and external customer management and overall team wellbeing. A potential leader of the future you will focus on outstanding operational performance constantly seeking improvement. You will role model best behaviours ensuring open and honest interaction with colleagues, residents and teams to develop trust and challenge when things aren't right and offers a solution wherever possible.

Key Accountabilities:

- Manage end to end high value and complex procurements from £200,000 to £25,000,000 for various categories and teams, in line with legislation and regulatory requirements, from initial scoping to contract initiation and beyond.
- Manage end to end mid value procurements over £25,000 and up to £200,000 for various categories and teams, in line with legislation and regulatory requirements, from initial scoping to contract initiation and beyond.
- Low Value Procurements - Assist teams with low value procurements under £25,000, providing continuous guidance and be a critical friend throughout.
- Support in developing the strategies and applying the strategies to all procurements.
- Apply a compliant approach for researching and engaging with supply markets, enhancing PA's knowledge and market intelligence whilst understanding innovations, cost drivers and any other factors that can inform commercial decisions.
- Deliver outstanding stakeholder management with residents, internal customers, suppliers, and other third-party organisations. In doing this demonstrate excellent stakeholder focus, providing support, advice and a 'can do' attitude that balances stakeholder requirements with proportionate risk management.
- Responsibility for updating the strategic procurement pipeline.

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- Ensure that all procurements are conducted in line with legislation and internal policies.
- Identify risks and potential compliance issues, to secure final resolution and business sign off.
- Manage the administrative tasks such as award notices, contract signing, upload the contract on to the register and portal and set up the supplier.
- Ensure that full hand over is conducted from the point of contract sign off to the Contract Manager.
- Ensure that all documents, notes are retained and saved in line with PA retention policy.
- Support with the development of the Procurement Officer to ensure they have clear knowledge and exposure to above threshold tenders.
- Attend procurement networking events where necessary.
- May be required to assist with other projects and administrative activities from time to time.
- To facilitate relevant training at all sites on the use of procurement documentation and wider procurement topics.
- Contribute to the effective and efficient running of the service and division to achieve targets and objectives that are set, ensuring the team's customer services standards are always met.
- Ensure that own performance contributes towards team objectives and performance of the wider business.
- Work and adapt to allow the department to always operate efficiently and effectively, constantly seeking to improve.
- Promote a unified culture and purpose across a diverse organisation by role modelling authentic behaviours aligned to PA's values.
- Challenge team members and other colleagues where performance or behaviours fall short of those expected by the business.
- Ensure openness and honesty in all dealings with others.
- Build relationships with stakeholders to promote the effective performance within the team and wider business.
- Challenge existing thinking to identify creative opportunities and avenues for success.
- Comply with all organisational policies, procedures, and guidelines.
- Ensure adherence to the PA Housing Equal Opportunities policies, procedures, and diversity strategy to provide the best possible service to a diverse customer and colleague base.
- To be familiar with and follow the guidance given by the PA Housing Data Protection Policy regarding data protection matters.
Comply with the Health & Safety Policy, ensuring own and others health and safety.

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- Comply with the Group Health & Safety Policy, ensuring own and others health and safety.

This role profile is not intended to be an exhaustive list; its aim is to give a broad representation of what will be expected of the post-holder. Other reasonable duties, tasks and responsibilities may be required of the post-holder from time to time; these will be reasonable and broadly consistent with the responsibilities described above and/or intended to assist PA Housing in meeting its stated objectives.

Qualifications:

- Educated to degree level in a procurement, financial, business, or similar related subject.
- Educated to Chartered Institute of Procurement and Supply (CIPS) Level 4 Diploma in Procurement and Supply or above.
- Willingness or evidence of working towards CIPS Level 6 Professional Diploma in Procurement and Supply and MCIPS

Attitude, Knowledge, Skills, and Experience:

Knowledge:

- A good knowledge Public Sector procurement and Procurement Act 2024.
- Knowledge of contract management.

Experience:

- 3 years of experience of working in public sector procurement.
- Experience of conducting major procurement exercises in a multitude of categories ranging from hard and soft facilities, responsive and planned repairs, development and back-office solutions.
- Experience and high-level knowledge of e-procurement portals and P2P systems.
- Experience of procurement category management, including 'upstream' market understanding, procurement strategy, tendering, contract award and 'downstream' contract implementation and management.
- Experience of managing contracts and delivering improved supplier performance.
- Working knowledge of procurement law.
- Enhanced understanding and experience of Public Contracts Regulations and Procurement Bill 2023 and Procurement Act 2024.
- Broad awareness of complimenting legislation such as Social Value Act and Commonhold and Leasehold Reform Act 2002 (aka Section 20).
- Skilled in contract drafting that protect PA's best interests.
- Strong business and commercial awareness.
- KPI development and monitoring.
- Supplier and spend analysis capability.

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- Excellent negotiation and communication skills, both written and verbal, having the confidence, gravitas, and acumen to clearly articulate commercial thinking in a compelling way, persuading and influencing that gains stakeholder commitment.
- Resilience and agility to cope with change and react to challenges in equal measure, applying a positive focus.
- Nurturing of key relationships with senior stakeholders and supply partners.
- Able to manage multiple projects and apply problem solving skills.
- Good working knowledge of social housing sector.
- Good understanding of JCT suite of contracts.

Skills:

- Ability to self-manage and work on own initiative.
- Excellent verbal and written communication skills and ability to communicate at all levels of the business.
- Excellent database and spreadsheet administration skills
- Excellent organisational abilities and the ability to plan work, prioritise own workload and use an electronic diary.
- An understanding of procurement terminology, principles, and best practice.
- Good knowledge and experience of MS Teams, Microsoft Outlook, Word, and Power Point
- Advanced knowledge of Microsoft Excel to include Pivot Tables and ‘V -look up.’
- Customer focused.
- Prioritises and multi-tasks effectively to meet deadlines.
- Ability to build and maintain effective relationships.
- Ensures policies and procedures are adhered to.
- Ability to analyse and present complex information simply.
- Ensuring Value for Money is taken into consideration.
- Influences, negotiates, and relates subtlety and sensitivity

Attitude:

- Genuine team player with a positive outlook.
- Puts customers first.
- Pragmatic and able to see the big picture.
- Passion for service excellence and continuous improvement.
- Displays a ‘can do’ attitude with drive and enthusiasm.
- Behaves in a manner that promotes our mission, core values and PA way.
- Always encourages learning, both personally and in other colleagues.
- Ability to represent the Group at a variety of levels and act as an ambassador.
- Ensures a great service is provided whilst consideration is given to Value for Money.
- Willing to travel to other locations for regular meetings.

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- Respectful and resilient.

Core Criteria:

Solving Problems	Situations requiring some degree of evaluative judgement and innovate thinking to analyse, evaluate and arrive at conclusions. Uses own initiative to solve problems where possible and recognises when to escalate to someone more senior.
Communication & Influencing People	Interaction is important to the job or role. Building relationships, influencing others using empathy and assertiveness.
Adapting Approaches	Embraces change listens to feedback and compromises as needed. Role model's behaviours to support organisational change.
Delivering Results	Drives own performance and that of the team.
Financial responsibility	Some understanding of financial and budget management.
People Interaction	Direct: All of PA Housing colleagues. Indirect: Suppliers, Procurement Consortiums and other Housing Associations.