

Job title	Procurement and Project Lead	Date: March 2023
Reports to (title)	Business Improvement and Project Manager	
Contract/department	Improvement, Planning and Resourcing	
Location	Hubs based at Winsford and Ellesmere Port - Cheshire West (any location as may reasonably be required)	
Salary	Up to £40,000	

Job Purpose

To steer procurement and wider project activities across the business, working to ensure compliance whilst also driving cost effectiveness and continual improvement.

Responsible for the procurement of supplies, services and works across the organisation. Overseeing end-to-end procurement activity from scoping, through to transfer, to business as usual. You will create tender documentation, issue and negotiate terms, undertake DPIA assessments and lead the evaluation tender responses.

Supporting the organisation's co-operative principles, this role will seek to drive and embed a 'proximity principle' within procurement, identifying opportunities to support and develop local supply chains whilst delivering quality and value for money.

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Principal Accountabilities

- Work closely with key operational leads to develop a procurement strategy which ensures that best value is achieved whilst seeking to promote the use of a local supply chain.
- As a Council owned organisation Cheshire West Recycling is subject to local government procurement rules. Working closely with the Council this role will ensure compliance, utilising local Government procurement systems such as 'The Chest'.
- Manage all stages of the procurement cycle to ensure that all options are considered and contracts are specified, awarded and discharged to meet appropriate commercial, legal, legislative and best value requirements of the organisation.
- Advice and support on all aspects of procurement, including tender procedures, compliance with legislation relevant contract terms, tender evaluation strategies and award procedures, contract management techniques and resolution of disputes to minimise both financial and non-financial risks to the organisation.
- Develop and maintain key data including, a spend map, contracts database, KPI performance and 'local spend' database.
- Lead the transfer of procurement activity from scoping stage through to BAU.
- Oversee the organisations DPIA compliance.
- Apply a high level of project management skill including the ability to plan and coordinate workloads within tight timescales and through persuasion and influence to secure the commitment of others.
- Manage your own professional development to continually learn, and complete relevant training specific to your role, to build resilience and manage and maintain personal wellbeing.
- Reflect Our Values through your actions and behaviours.

NOTE

From time to time, you may be required to undertake work as determined by your line manager, up to or at a level consistent with the detail in the principle accountabilities.

We're happy to talk flexible working opportunities which benefit you and Cheshire West Recycling.

Cheshire West Recycling operates across several locations and you will be expected to work flexibly across all locations in line with business requirements.

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Person Specification

Values: Safe | Responsible | Trusted | Innovative

Qualifications	<ul style="list-style-type: none"> HNC/HND in Business Studies or equivalent qualification or experience (Essential) 	CV/QC
Experience	<ul style="list-style-type: none"> Project management experience (Essential) Knowledge and experience of the Procurement Cycle (Essential) Managing tendering procedures and procurement systems (Desirable) Experience of the legal and financial issues associated with procurement (Essential) Significant experience of best value and performance management in the context of procurement (Desirable) Promoting and supporting the proximity principle within procurement practice (Desirable) 	CV/I CV/I CV/I CV/I CV/I CV/I
Skills and Aptitudes	<ul style="list-style-type: none"> Excellent verbal and written communication skills (Essential) Project management skills (Essential) Ability to constantly challenge working practices and create opportunities for continuous improvement (Essential) Highly numerate, able to absorb and assimilate complex financial and statistical data (Essential) Ability to meet the organisations objectives and performance targets, whilst handling a diverse and complex workload (Essential) Ability to work corporately, supportively, and with maximum flexibility (Essential) Ability to communicate well and establish working relationships with a range of internal and external stakeholders (Essential) An awareness and understanding of contemporary procurement issues facing local Government. (Essential) Ability to analyse data and present findings. Report writing, Presentation skills. (Essential) Strategic thinking; to be able to benchmark, apply best practice and demonstrate best value. (Essential) 	CV/I/T CV/I CV/I/T CV/I/T CV/I CV/I CV/ CV/I CV/I CV/I
Personal Qualities	<ul style="list-style-type: none"> Able to work as part of a team working and motivational skills to maintain a high degree of productivity during the working day. 	CV/I

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Other Requirements	• A full UK driving licence (Essential)	CV
	• Strong commitment to probity, honesty and openness in dealing with others. (Essential)	CV/I
	• Commitment to the achievement of value for money, service excellence and equality in employment and service delivery. (Essential)	CV/I
	• Open and flexible to the adoption of new working methods and the development of new personal skills. (Essential)	

Assessment Key: CV = CV, I = Interview, T = Test/Assessment, QC = Qualification Certificate

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