

## Job Description

<b>Job Title:</b>	Procurement Officer
<b>Team:</b>	Trade, Tourism and Investment Programme
<b>Classification:</b>	Manager
<b>Reports to:</b>	Trade, Tourism and Investment Programme Director
<b>Classification of Line Manager:</b>	Manager
<b>Number of Direct Reports:</b>	(TBC)

### **Job Purpose**

Birmingham 2022 is a golden opportunity not just for the West Midlands but for the UK. With a third of the world's population tuning in, this is a chance to show that post-EU Exit Britain is open for business, support economic recovery from COVID-19 and to provide a shop window for Britain's economic engine.

London 2012 and previous Commonwealth Games demonstrate the potential to drive tourism, trade and investment alongside the sport and culture. Funding has been secured to deliver a major programme to attract visitors, investors and events to the West Midlands and the UK, and grow export opportunities. This will be delivered in partnership at regional and national level, with funding secured in the Spring 2020 Budget and match funding from the West Midlands Combined Authority (WMCA). The programme is currently being developed – so an exciting time to join and help shape what will be delivered.

A central programme team supports the programme delivery partners (West Midlands Growth Company (WMGC), Department for International Trade (DIT) and VisitBritain (VB)). Based in central Birmingham at the WMGC offices on Centenary Square, the team will delivery cross-cutting activity and ensure integration within the programme, with the Birmingham 2022 Organising Committee (OC) and with relevant regional / national initiatives.

The programme has a diverse range of markets (UK, Australia, Canada, India, Singapore and Malaysia) and audiences including Commonwealth leaders, investors, event organisers and leisure visitors. Alongside the core budget, the programme will be amplified working with sponsors, with IP being parts of their rights packages.

**Role runs from April 2021 – March 2022 – 12 months.**

### **Our people and our offices**

West Midlands is an exciting, vibrant and diverse region and West Midlands Growth Company aims to reflect this in all that we do. Our objective is that our work, services and employment practices will promote a positive impression of the region, and we will take every step to minimise or eliminate outdated preconceptions and stereotypes.

West Midlands Growth Company whole-heartedly supports the principle of equal opportunities in employment and opposes all forms of unlawful or unfair discrimination on the grounds of colour, race, nationality, ethnic or national origin, sex, disability, age, religious belief, sexual orientation or marital status.

We believe that it is in the company's best interests and of all those who work in it to attract, retain and develop a diverse pool of talent. We therefore seek to ensure that the human resources, talents and skills available throughout the community are considered when employment opportunities arise. We believe it is essential to the company's success to enable employees of all backgrounds to reach their full potential by encouraging a working environment that is inclusive to all.

To this end and within the framework of the law we are committed, wherever practicable, to achieving and maintaining a workforce which broadly reflects the local community in which we operate.

This is a remote working opportunity until a date is agreed for the West Midlands Growth Company workforce to return to the usual place of work at Baskerville House, Birmingham.

Our priority is to keep all our employees safe and well during this time. We will be working remotely for the foreseeable future, and we are doing everything we can to ensure all our employees can enjoy a comfortable remote working space.

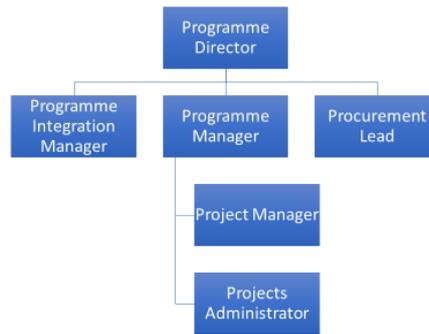
#### **Main responsibilities and key activities**

- Carry out a complete and comprehensive review of the BATP procurement pipeline to ensure it is detailed and accurate to allow Procurement decisions to be taken on robust data
- Proactively manage the pipeline to ensure procurements happen when they need to and start the governance process at the correct time to achieve the agreed spend within each financial year
- Ensure that any changes to delivery from Scenario planning (COVID-19) are reflected in the pipeline and change control processes followed and baselined
- Assist in embedding the Procurement Framework providing guidance and knowledge sharing for all staff across the organisation and partners
- Assist in the development and implementation of procurement policies to support tendering, contracts management, spend analytics and supplier performance management, working with finance and workstream leads to align with programme deliverables
- Build and maintain strong working relationships with internal and external stakeholders ensuring maximum engagement, particularly in the development stage
- Support the Heads of Function, Senior Leadership Team and partners where required in the procurement of key works and service activities.
- Work with the finance team to develop and embed fit for purpose purchasing processes, aligning with finance requirements, and ongoing contract management
- Develop effective management reporting of procurement activities and compliance, pipeline and change process, working closely with the Procurement Manager, Project Accountant and Finance Director
- Create and deliver a comprehensive training programme for procurement and processes

#### **Dimensions**

**Programme team structure (DRAFT):** this may evolve as the programme develops

## Tourism, Trade and Investment Programme Team



### Key relationships:

- Programme Director
- Procurement Manager
- Programme partners and wider stakeholders
- Work stream leads
- Finance Team
- PMO Team
- WMGC Extended Leadership Team (ELT)

### Key Skills and Competency Requirements

Area	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Professional qualification or relevant degree, or equivalent experience in procurement (MCIPS), or significant senior level procurement / category management experience</li> </ul>	<ul style="list-style-type: none"> <li>• Membership or relevant professional body</li> <li>• Evidence of continuous professional development</li> </ul>
<b>Skills and attributes</b>	<ul style="list-style-type: none"> <li>• Excellent communication / stakeholder management skills, focussing on collaboration and best for business</li> <li>• Solution focussed, able to see the bigger picture and offer practical solutions to challenges</li> <li>• Strong Influencing and negotiating skills</li> <li>• Able to work in a fast-paced environment and manage multiple projects, self-motivated and deadline-driven</li> <li>• Presentation skills, able to tailor to the right audience</li> <li>• Excellent excel skills – including pivot tables</li> </ul>	<ul style="list-style-type: none"> <li>• Experience with relevant audiences – leisure visitors, business events and inward investment.</li> <li>• Experienced in delivering in-house training</li> </ul>

<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>• Working in a multi-stakeholder / delivery partner environment</li> <li>• Significant experience within a similar role in a fast paced environment</li> <li>• Significant understanding of Public Procurement and OJEU processes – multimillion-pound contracts and use of frameworks including G Cloud</li> <li>• Experience of developing and implementing governance processes</li> <li>• Experience of working in both public and private sector environments</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working on national and international B2B / B2C events and campaigns</li> <li>• Experience of brand management procurements</li> </ul>
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<b>Our values</b>	
<b>Working together</b>	We take pride in our approach to working together in a diverse, open and inclusive environment.
<b>Creative thinker</b>	We are creative and innovative in the work that we do, in our delivery and our outputs.
<b>Trusted partners</b>	We are a trusted partner – we work together with clients and stakeholders for the benefit of the region.
<b>Proactive leader</b>	We are proactive leaders continually striving for excellence, passionate about unlocking potential for the West Midlands.

<b>Prepared by:</b>		
<b>Name</b>	<b>Job title</b>	<b>Date</b>
Michelle Inkpen	Programme Director	April 2021