

Job Description

West London Waste Authority

Job title:	Senior Contracts and Procurements Manager
Responsible to:	Head of Contracts and Procurements
Responsible for:	Responsible for contracts with an annual value of approx. £10m. Responsible for procuring contracts in the next two years with a combined annual value of approx. £10m.
Main job function:	Transform the Authority's supply chain through the procurement, operation, commercial and financial management of multiple short and medium-term contracts servicing 1.7 million West Londoners.
Salary:	PO6
Basic hours:	36 hours per week
Principal location:	Unit 6 Britannia Court, The Green, West Drayton, UB7 7PN
Working arrangements:	Attendance at the Authority's office(s) and sites and contractors' sites is required to effectively manage and mentor staff and contractors.

Duties and Responsibilities:

1. Create business cases for improved services and develop them into procurements and new contracts or contract variations.
2. Prepare specifications, seek and evaluate tenders for service contracts and capital and revenue works (in consultation with other appropriate officers) covering the full range of the organisation's services.
3. Produce and review contract and procurement documents and implement and manage procurement tendering activities.
4. Manage the contracts assigned to this role, managing interfaces, and providing advice and recommendations to the Authority on complex commercial and contractual matters, risks, and opportunities.
5. Ensure contracts operate within budgetary constraints and ensure that resources are used in the most efficient and effective manner, drive savings and work with contractors to develop innovative methods to improve carbon savings, service efficiency or reduced risk for WLWA and Boroughs.
6. Report on the financial and service performance of the assigned contracts against the agreed budgets, action plans and performance targets.
7. Ensure the development and maintenance of effective information systems and performance monitoring procedures.
8. Support the Head of Contracts and Procurements and the Senior Leadership Team in the development of joint contract and procurement initiatives across the Authority's six constituent Boroughs and neighbouring boroughs to provide cost savings, service improvements and increased efficiencies (including cost and carbon).
9. Work closely with internal teams to identify opportunities for procuring and managing materials and services differently, coordinate procurement plans across the WLWA sub-region and work with

other teams to refine these needs where required.

10. Support the Head of Contracts and Procurements to build and maintain the long-term procurement plan using up to date knowledge of market developments and coordinating with Boroughs to anticipate sub-regional waste requirements.
11. Create and maintain a broad supplier base across the range of the Authority's services, resulting in multiple strong bids for each tendering opportunity.
12. Lead soft market testing, dialogue and procurement meetings with Boroughs and potential suppliers to shape up-coming procurements.
13. Report the outcomes of procurements to the Procurement Review Board (PRB) and other relevant stakeholders and obtain approvals to award contracts.
14. Prepare reports and professional advice for Councillors, Chief Officers and Borough Environment Directors on procurement activity which delivers on the strategic aims of the organisation.
15. Maintain the WLWA Procurement Rules and Operating Procedures, keeping abreast of legislative changes, to ensure that procurements are efficient, deliver best value and are aligned with the Authority's values and legal requirements.
16. Demonstrate a commitment to personal and professional development and to developing and coaching others.
17. Support the day-to-day operational management of the Authority's contracts and operations, as required.
18. Deputise for the Head of Contracts and Procurements in delivering their full range of responsibilities, as required.
19. Undertake any other duties commensurate with the grade of the post, as may be required from time to time, including working from various locations, attendance at meetings outside of normal working hours and supporting activities that cover all of the WLWA work.

West London Waste is continually reviewing its structures and ways of working in order to provide the best services possible for residents, in the most efficient way. As a result, through appropriate consultation with staff and representatives, the key tasks in any job may be varied and the post holder will be expected to take on such variations consistent with the level of responsibility of the post.

ROLE ACCOUNTABILITY

Role	Accountability 1 & KPI	Accountability 2	Accountability 3
Senior Contracts and Procurement Manager	Procurements delivery plan KPI: Delivery plan and timetable reported monthly.	Best value route to market KPI: Procurement Review Board's approval for procurements. 80%	Strong performance of assigned contracts KPI: Monthly contract KPIs and reporting with recommendations.

Person Specification



Values and Behaviours	Essential (E), Desirable (D)	Assessed by; Application (A), Interview (I), Test (T) or Other (O)
Leadership	E	A, I
Empowerment	E	A, I
Agility	E	A, I
Partnership	E	A, I

Experience, Training or Other Requirements	Essential (E), Desirable (D)	Assessed by; Application (A), Interview (I), Test (T) or Other (O)
Experience of negotiating, managing, and resolving legal, financial, and contractual issues in contracts e.g., market changes, performance management, stakeholder management and key performance indicators.	E	A, I
Experience of managing public sector procurements and contracts including practical experience of managing digital procurement processes and the use of e-tendering portals.	E	A, I
Substantial programme and project management experience.	E	A, I
Experience of managing risk in complex or interfacing contracts and keeping contract documentation up to date including method	E	A, I

statements, schedules e.g., specifications, Payment mechanisms etc.		
The ability to foster a working culture that is open and responsive to change using strong relationships with key partners.	E	A, I
The ability to continuously find ways to improve services and develop new ways of working.	E	A, I
Demonstrable experience of procuring new services, developing contract documents, leading cross-functional teams including legal, financial, and technical advisers.	E	A, I
Computer literate in common software, e.g. Word, Excel, PowerPoint, etc.	E	A, I
Experience of the resources and waste sector.	D	A, I