

United Kingdom Jobs Expertini®

Strategic Procurement Partner

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Company: UK Civil Service

Location: United Kingdom

Category: other-general

Job summary

We're Ofwat, the Water Services Regulation Authority – a non-ministerial government department responsible for regulating the water sector in England and Wales.

As the economic regulator of water and wastewater companies in England and Wales, our role is to enable, incentivise and hold companies to account for providing the very best for customers, communities and the environment now and in the future. We also oversee the markets in the water sector to ensure they're working for customers.

But for us, change is more than what happens on the outside – we've always pushed boundaries internally, too. From becoming the first Civil Service organisation to achieve Smarter Working status, to gaining our prestigious Smarter Working Maturity award, we've consistently demonstrated our commitment to embracing innovative ways of working. We know our people do their best work when given freedom over where, when, and how they work. Which is why we trust them to do exactly that.

You can find out more about why you should join Ofwat, our strategy, values and our framework for success in the attached Information for Candidates Pack.

Job description

Key deliverables:

Be the procurement business partner and the single point of contact for the designated directorates.

Advise and assist with the high-risk, strategic and/ or complex or sensitive tendering and

contracting requirements across all directorates and in line with procurement legislation.

Proactively manage internal and external relationships and advise on procurement process and Ofwat procurement policies where applicable. This includes the encouragement of compliance with procurement process, Ofwat policy and legislation.

Manage the delivery of a varied portfolio of procurement projects across a number of specific directorates, in a proportionate manner that is timely, effective and efficient and having identified the most appropriate sourcing approach.

Conduct fair and transparent procurement processes on behalf of Ofwat

Identify and manage procurement risks and support the management of procurement conflicts of interest.

Develop and maintain the effective logging and monitoring of procurement requests and delivery in order to produce regular performance reports on the volume, nature and turnaround time of requests for procurement.

Adhere to the relevant governance and approval processes with respect to procurement activities.

Maintain a full auditable trail of documentation for each procurement activity.

Represent the Procurement Team at internal and external events and deputising for the Head of Procurement when required.

If required, Ofwat will provide funding and assistance for Level 5 CIPS study.

Person specification

To be successful in this role you will need the below essential attributes, experience, skills and knowledge:

Experience, skills and knowledge

Lead criteria: Demonstrable, relevant experience in public sector end-to-end procurement, operating as a practitioner.

Lead criteria: Level 4 CIPS and working towards Level 5.

Effective stakeholder relationship management, at all levels.

Solid knowledge of contract law and relevant procurement regulations and when to apply.

Ability to explain complex legislation, processes, and procedures to internal staff with varying knowledge of procurement.

Develop and implement procurement strategies, processes, and procedures.

Write and present information in a clear, comprehensive, and accurate way.

Negotiation and contract management.

Attributes◆

Committed Learner

Makes Relationships Count

Creates Clarity

Attributes as per Ofwat's Framework for Success for Senior Associate Band. You can read more about Attributes .

Benefits

Why You Should Join Us:◆

We are forward-thinking, creative, innovative and ambitious. We actively encourage autonomy, collaboration and innovation and we have a unique culture fostered by trust, flexibility and respect.

With us, your work matters, your voice is heard, and your impact is felt. Ours is a culture of trust, flexibility, autonomy, collaboration, and innovation. We all want positive change for water customers, the environment, and the future of water.◆◆

You will also benefit from:

Excellent employer pension contributions, for this role ranging from ◆10,695 to ◆15,833.

You can find further details about pension schemes under Terms and Conditions in the Candidate Pack.

days leave (25 days annual leave + days privilege leave) increasing to max days with each year of service), plus bank holidays

Access to exclusive discounts on a variety of goods and services, including retail◆

outlets, theatre tickets, holidays, insurance, and a gym membership.

Flexible working arrangements that suit your lifestyle.

Fees paid for membership of relevant professional bodies.

Up to 3 volunteering days per year.

Generous shared parental leave and pay.

Enhanced sick pay.

Regular development opportunities.

Health and wellbeing initiatives.

Season ticket loan for home-to-office travel.

Cycle-to-work scheme.

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