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Role Description

JOB TITLE:	Procurement Advisor	REPORTING TO:	Senior Procurement Advisor
DEPARTMENT:	Finance	GRADE:	7
DATE:	November 2025		

1. MAIN PURPOSE OF ROLE

To provide assistance and support to the Senior Procurement Advisor to ensure the Contracts and Procurement Team objectives are monitored and delivered in line with the Joint WMP and WMPCC Procurement Strategy.

To lead and manage a portfolio of procurement contracts from initial planning through to tendering, award of contracts and ongoing contract management whilst working within a small team of Procurement Advisors/Assistants to deliver savings opportunities. The role ensures compliance in line with relevant legislation including the Public Sector Regulations 2015 and/or Procurement Act 2023, while delivering value for money, transparency and social value in public procurement.

Identify and agree a programme of contracting activity for the contracts that they lead and support to ensure that all contracts are awarded correctly. Identify opportunities for improving best value and cost efficiencies. In particular, assist in the development of detailed plans to meet efficiency cost savings targets.

To conduct market, product, supplier and organisational research to establish a base of knowledge about existing and future requirements and potential opportunities.

Support and assist the Supplier Relationship Manager to implement strategic supplier management processes to support the development of best practice, supplier relationships with the force and lead best value initiatives with key suppliers.

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2. KEY RESPONSIBILITIES

Strategic Procurement

- Lead end-to-end procurement processes for goods, services and works in line with organisational statutory requirements.
- Contribute to the development of procurement strategies aligned with the National Procurement Policy Statement, the Joint WMP and WMPCC Procurement Strategy and organisational objectives.
- Engage with clients to define requirements and develop specifications that support strategic outcomes.
- Undertake strategic sourcing and benchmarking of products and services within the category and produce reports as a result.
- Conduct market, product, supplier and organisational research to establish a base of knowledge about existing and future requirements and potential opportunities.
- Identify and agree a programme of contracting activity to ensure that all contracts are re-negotiated correctly. Identify opportunities for improving value for money and cost efficiencies. In particular, assist in the development of detailed plans to meet efficiency cost savings targets.
- Participate in external networking and benchmarking activities with the police sector, central and government organisations etc.
- Manage projects to ensure the delivery of Procurement/category strategy on time and within budget using recognised and approved methodology.

Tendering and Contract Award

- Prepare and publish procurement notices, using the central digital platform (e.g., Find a Tender Service).
- Prepare and publish tender documentation and apply appropriate procedures under the Procurement Act 2023, including Competitive Flexible Procedure, Open Procedure, and Direct Award within the e-tendering portal.
- Lead the evaluation of tenders unit the Most Advantageous Tender (MAT) criteria, incorporating whole-life cost, quality, and social value.

Contract Management

- Monitor supplier performance and ensure compliance with contract terms and set key performance indicators (KPI's).
- Manage contract modifications in accordance with statutory provisions.
- Maintain audit trails and ensure transparency throughout the contract lifecycle.
- Monitoring of benefits realisation and, where necessary, taking corrective action if they fail to materialise for post holder's procurement activities.

Governance and Compliance

- Ensure procurement activities comply with the Procurement Act 2023, including supplier exclusion rules and transparency obligations, as well as the Authority's Standing Orders, financial regulations, policies and processes.
- Maintain awareness of transitional arrangements and legacy contracts under the Public Contracts Regulations 2015.
- Support due diligence processes, including supplier risk assessments and use of the central debarment list.
- Prepare written reports, briefing notes and presentations on a range of Procurement issues, including Procurement/category strategy, compliance, training and communications.

- Refer complex or high risk issues to Senior Procurement Advisor.

Stakeholder Engagement

- Provide expert advice to internal clients on the Joint WMP and WMPCC procurement strategy, legislation, and best practice. This is so as to ensure that Contracts and Procurement is recognised as a centre of expertise and a first point of call when procurement decisions are being made.
- Support and where appropriate lead on supplier engagement activities for areas of responsibility as and when required.
- Implement strategic supplier management processes to support the development of best practice, supplier relationships with the force and lead best value initiatives with key suppliers.
- Guide clients through the evaluation and moderation process of the relevant competitive procurement procedure.

General Responsibilities

- To concentrate on proactive rather than reactive outputs for post holders work.
- Any other duties commensurate with the role.

3. COMPETENCIES REQUIRED FOR EFFECTIVE PERFORMANCE

Knowledge & Experience (including qualifications)
<u>Essential</u> • Member of the Chartered Institute of Purchasing and Supply (minimum of Level 4 Certification) or equivalent degree • Knowledge of the Procurement Act 2023 and Public Contracts Regulations 2015. Demonstrable experience managing public sector procurement projects within a regulated environment (e.g., local government, NHS, police, etc.). <u>Desirable</u> • Supervisory experience. • Full member of the Chartered Institute of Purchasing and Supply (MCIPS)

Skills
<u>Essential</u> • Ability to work under pressure with competing demands • Ability to develop and proactively manage internal and external relationships with key stakeholders/ partners. • Proven IT skills. In particular, the ability to use and exploit specialist Procurement Systems (e-tendering etc.) • Ability to interpret legislation and apply it pragmatically in a public sector context. • Evidence of influencing and negotiating • Effective communication skills, written and verbal. • Ability to concentrate on proactive, rather than reactive, outputs for post holders work.

Budgetary Responsibility
Contribution to the annual national procurement savings target of circa £37m.

Direct Reports:
Procurement Assistant(s) – As required