



Job Description

Post:	Procurement Business Partner
Directorate:	Finance
Team:	Accounts Payable
Grade:	PO5
Responsible to:	Assistant Director Finance – Accounting & Controls
Responsible for:	Accounts Payable Manager

Purpose of Job

To support the Poplar HARCA Group in achieving compliant and efficient procurement processes, delivering high-quality services, and ensuring value for money. The Procurement Business Partner will assist various departments with procurement activities, including tendering, and ensure that all procurement-related information is accurately updated and adheres to both policy and legislative requirements.

Main Duties and Responsibilities

- Procurement Activities:
 - Ensure compliance with the Procurement Act 2023 by overseeing the timely submission of all required notices, including tender notices, contract award notices, and contract details, on the government portal. Additionally, ensure that the organisation prepares and issues assessment summaries in accordance with legislative requirements.
 - Manage the publication of all payment compliance notices on the government portal.
 - Support the business in publishing any additional procurement-related information required by Poplar HARCA policies, including KPI reporting for large contracts, ensuring full statutory compliance and transparency.
- Business Partnering:
 - Collaborate closely with budget holders and procurement leads to effectively execute procurement processes, including pre-market engagement and contract award procedures, ensuring compliance with organisational policies and the Procurement Act 2023.
 - Work with departmental budget holders and procurement leads to develop comprehensive annual procurement plans, recommending the most efficient routes to market.

- Meet regularly with procurement leads to provide compliance advice, ensuring contract performance activities are actively monitored, and value-for-money is demonstrated through clear, transparent documentation in line with organisational strategic goals.
- Provide ad-hoc support and advice as required, including coordinating key documentation for tenders, KPI reporting, and other procurement needs.
- Supplier Management:
 - Support budget holders in managing supplier performance against contractual terms and KPIs, addressing service level compliance, and initiating corrective actions when necessary.
 - Oversee the Group's contract register to ensure timely decisions on contract renewals and new procurements, preventing service disruptions.
 - Assist budget holders in fostering strong relationships with suppliers, including attending meetings and providing guidance as needed.
- Risk Mitigation and Compliance:
 - Support the identification and mitigation of supply chain risks during procurement planning, including conducting conflict of interest checks and debar list reviews during the procurement initiation phase.
 - Ensure procurement processes align with internal policies and external legislative requirements, such as the Procurement Act 2023.
 - Design and implement procedures to verify the accuracy and completeness of information on the government portal, including cross-checking material payments.
 - Assist in preparing for internal and external audits by ensuring that all relevant documentation and records are up-to-date and readily accessible.
- Continuous Improvement:
 - Identify opportunities to enhance value for money and improve procurement processes, focusing on efficiency, cost savings, and added strategic value.
 - Support budget holders in implementing process changes that enhance outcomes for the Group.
- Social Value:
 - Assist in incorporating social value considerations into procurement strategies, such as supporting local businesses, promoting diversity, and encouraging sustainable practices.
 - Help budget holders include social value criteria in tenders and evaluate suppliers accordingly.
- Purchase to Pay (P2P):
 - Collaborate with the Accounts Payable team and other departments to ensure a seamless P2P process.

- Implement process improvements to streamline P2P operations, reduce cycle times, enhance accuracy, and boost efficiency.
- Work with the Accounts Payable team to ensure appropriate controls are maintained throughout the payment phase and continuously seek opportunities for improvement.
- Administer the Ebis procurement system, ensuring workflows are aligned with the approved Scheme of Delegation.
- Team Working:
 - Identifying development needs of direct reports to create career development and succession planning
 - Ensure the effective maintenance of data within HARCA's financial IT systems and work with the finance team to ensure the effective and efficient resourcing, workflow management, and performance management of the finance function.
 - Work with colleagues in the wider finance team as necessary to support the progression of team goals, to share practice across the finance team, and to workload share/provide back-up as and when necessary.
- General:
 - Perform other duties as may be reasonably required by your line manager.
 - Conduct yourself in line with Poplar HARCA's policies, procedures, rules and standards.

Person Specification

Post: Procurement Business Partner

Grade: PO5

Team: Accounting & Financial Controls

Directorate: Finance

All criteria are essential unless stated otherwise.

Requirements	Criteria
1. Education/ Qualifications/ Training	<ul style="list-style-type: none">a. Experience in and knowledge of public sector procurement procedures.b. Educated to degree level, or equivalentc. CIPS qualification (Level 5) or willingness to work towards an appropriate CIPS level qualification.d. Completed all 9 of the Government Commercial Function's e-learning modules on the Procurement Act 2023, receiving official accreditation
2. Skills	<ul style="list-style-type: none">a. Excellent Excel spreadsheet and analytical skillsb. Ability to work with a high degree of accuracyc. Ability to work with others to achieve targets and objectivesd. Ability to work to strict deadlines
3. Experience	<ul style="list-style-type: none">a. Experience within a commercial or regulated environmentb. 3-5 years' experience of managing and engaging with senior stakeholders.c. Experience of contracts management.d. Experience within a purchasing/procurement/supply chain environment.
4. Knowledge	<ul style="list-style-type: none">a. Knowledge of purchase to pay processb. Knowledge of financial controlsc. Understanding of public procurement law and contracts.
5. Key Competencies	<ul style="list-style-type: none">a. Putting others firstb. Achieving Resultsc. Open to changed. Informed and informinge. Personal Progressf. Partnership Workingg. Problem Solving