



Job Description

Job Title:	Procurement Programme Manager
Indicative Grade:	PO9
Department:	East London Waste Authority (ELWA)
Reports to:	Procurement Director
Responsible for:	Support the development and implementation of the Procurement Plan for a significant waste services project; and the development and implementation of the Contract Expiry process and activities.
Number of Posts Supervised/ Managed:	None at present
Location	Main office location in Stratford; Constituent Council offices and other locations required to conduct the service

[Please note, ELWA employs its staff via a service level agreement for human resources matters with the London Borough of Barking & Dagenham]

Job Purpose

To contribute to the development and implementation of the Procurement Plan for waste services that may have a value of £600m or more and that will deliver the required outcomes for the East London Waste Authority (the Authority) and its Constituent Councils (Barking & Dagenham, Havering, Newham and Redbridge).

You will be part of the team driving the strategic development and implementation of the Procurement Plan.

The development of the new services will be a high-value and complex matter impacting upon many aspects of local government over many years including 'net zero', social value and best value agendas against an evolving national policy and legislative backdrop.

The overall goal of the Procurement Plan will be to deliver infrastructure and/or services that support the optimum 'whole-system' combination of services for ELWA and the Constituent Councils.

To contribute to the development and implementation of the Contract Expiry process and activities related to the de-mobilisation of the current waste contract.

The role requires significant programme and project management skills in order that new services are in place for when the current waste contract ends (December 2027).



The role requires having or very quickly gaining knowledge of the waste, recycling and resource management markets.

The role requires having or very quickly gaining procurement knowledge in order to formally define and then implement the procurement requirement(s) of the Authority.

The role requires having or very quickly gaining skills in consensus-building and partnership working across a number of organisations.

The role requires having or very quickly gaining skills and knowledge required to manage a digital procurement process and the use of e-tendering portals.

To deputise for the Procurement Director in relevant areas when required.

Specific Accountabilities of the Role

- Contribute to the development and subsequent implementation of the Procurement Plan under the direction of the Procurement Director.
- Contribute to the development and subsequent implementation of the Contract Expiry process and activities related to the de-mobilisation of the current waste contract.
- Ensure that a strategic approach to procurement is maintained and is underpinned by an understanding of the Constituent Councils' priorities (including Value for Money) through competition, the bidding communities' aspirations, as well as the requirements of the Authority; this will include review and assessment of the procurement tools, models and processes to ensure good governance, risk management and appropriate stakeholder engagement (internal and external) throughout.
- Contribute to the design, development, implementation, monitoring and review of the project timeline, its key milestones and risks, and ultimately its delivery against schedule.
- Represent the Authority at relevant working groups both internally and externally and lead on related enquires.
- Keep up to date with, and provide information about Government policy, legislation and best practice relating to procurement of waste and recycling services to ensure the most beneficial practises are utilised to drive maximum benefit.
- Contribute to the design of a strategic procurement approach that supports value for money, quality services, demand management, reduced environmental impacts and improved social value.
- Contribute to the development and maintenance of a suite of key service metrics, that will enable the procurement activity to be measured and reported against in terms of Authority policies and Members' priorities, such as social value, progress towards Net Zero Carbon, waste prevention / reduction and the methods of recycling / disposal and the environmental impact they may have.

Statutory requirements



None

General Accountabilities and Responsibilities

Project management

Support the development of a clear project plan that will underpin the Procurement Plan development and implementation including the full procurement cycle(s) and will also include provisions for subsequent ongoing contract management.

Support the development of a clear project plan that will underpin the Contract Expiry process.

Numeracy

Analyse and interpret large amount of data and information, in order to support the development and implementation of the Procurement Plan and the Contract Expiry process.

Document production and review

Contribute to the production and review of contract and procurement documents, in order to support the development and implementation of the Procurement Plan.

Finance management

Develop and manage budget control systems for the development and implementation of the Procurement Plan and the Contract Expiry.

Customer Care

- Provide services that are fair and accessible to all, challenging existing practices that support any outdated cultures, and thinking always of the customer (whether residents, local businesses, or the Constituent Councils).
- Listen to and respond to every customer in a way that demonstrates courtesy, respect and understanding of their individual needs both internally and externally.
- Maintain clear communication with customers concerning expectations and progress.
- Take responsibility for resolving customer queries and responding to requests promptly and within applicable service standards/timeframes.

People management

None

General Accountabilities and Responsibilities

- Comply and ensure compliance with appropriate legislation and the Authority's Constitution and policies (some of which draw on service level agreements with specific Constituent Councils) at all times.



- Ensure compliance with and actively promote the Equalities and Diversity policies and strategies, and comply with the Equality Act 2010 and associated guidance.
- Ensure compliance with and actively promote Health and Safety at policies and procedures, and comply with the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and associated guidance.
- Ensure compliance with and actively promote data management and protection policies, and comply with the General Data Protection Regulation and the Data Protection Act 2018 and associated guidance.
- Ensure compliance with and actively promote modern slavery polices in relation to services and supply chains, and comply with the Modern Slavery Act 2018 and associated guidance.
- Ensure high standards of records management and assume responsibility for all information assigned to the post.
- Comply with the competencies and standard requisites agreed by the Authority as relevant to your post.
- Take responsibility for continuing self-development and participate in training and development activities.

The above-mentioned duties are neither exclusive nor exhaustive and the postholder may be called upon to carry out such other appropriate duties as may be required by the Procurement Director within the grading level of the post and the competence of the postholder.

Attributes	Joc Requirements	Method of Assessment
Education and Qualifications	Relevant professional qualification or membership (e.g. CIWM, CIPS, IEMA or other relevant qualifications relevant to the role), or relevant experience of a level that is appropriate to the role.	Application
	A project/programme management qualification or accreditation (e.g. Prince2, MSP, APM or other relevant qualifications or accreditation relevant to the role), or relevant experience of a level that is appropriate to the role.	Application
Knowledge, Experience and Skills	Demonstrable experience in the development of business cases with options appraisals and translating these into a service specification through to procurement and implementation for waste and recycling services in a timely way.	Application and Interview
	Demonstrable understanding of procurement legislation, models and tools, including the use of Public Contracts Regulations 2015.	Application and Interview
	Demonstrable experience of working in a complex projects/programmes environment and delivery of outputs/outcomes to time, budget, quality, scope.	Application and Interview
	Demonstrable writing skills and attention to detail.	Application and Interview
	Demonstrable numeracy skills and ability to manipulate large data sets.	Application and Interview
	Demonstrable skills in building robust, proactive relationships with all relevant internal and external stakeholders and the wider waste and recycling market and managing progress in order to meet deadlines.	Application and Interview
	Demonstrable experience of procuring services that are needs-led, personalised and actively promote the Authority's Equalities and Diversity policies and comply with the Equality Act 2010.	Interview
	Demonstrable experience in procurement activity that ensures compliance and value for money and fulfils the Authority's vision.	Interview
	The ability to manage a varied portfolio of work with multiple fixed deadlines and strategic priorities.	Interview

	Demonstrable experience in raising issues, trends and areas of risk to Senior Management and providing solutions/resolutions to these issues in a timely way.	Interview
	The ability to properly manage commercially sensitive and confidential data from multiple sources at the same time as combining such information to achieve corporate objectives.	Interview
	Experience that has gone beyond normal waste and resources management or conventional procurements, and instead has made measurable improvements to communities and/or the environment.	Interview
	Demonstrable experience of engaging with and working to develop a strong provider market including preliminary market engagement, soft market testing, innovation assessment and Meet the Buyer Events or open days as appropriate.	Interview
	Conversant in all relevant statutory legislation, procurement regulations and the work of regulatory bodies and ability to apply these in the role.	Interview
Personal Qualities / Drive Behaviours	Deliver I am responsible for my actions, make decisions and can explain why I made them.	Application, Test and Interview
	Respond Sets high standards, collects and makes use of feedback to develop and improve outcomes	Test and Interview
	Inspire I work with my team and others to get things done and never leave a problem unsolved.	Test and Interview
	Value I take pride in my work, and represent the East London Waste Authority in a positive way, sending the right message to key stakeholders, colleagues, residents, customers and partners in the way that I communicate and behave	Application, Test and Interview
	Engage Works with others to ensure that projects and tasks are completed within agreed timelines.	Application, Test and Interview

AF = Application Form I=Interview T = Test