



Job Description

Job Title:	Procurement Programme Officer
Indictive Grade:	P04
Department:	East London Waste Authority (ELWA)
Reports to:	Procurement Programme Manager
Responsible for:	Support the development and implementation of the Procurement Plan for a significant waste services contract.
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 and Contract Expiry Programme 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 (ELWA) and its Constituent Councils (London boroughs of Barking & Dagenham, Havering, Newham and Redbridge).

You will be part of the team driving the strategic development and implementation of the Procurement and Contract Expiry 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 and to procure new waste contracts to replace the current integrated waste contract.

The role requires:

- Significant project management skills in order that new services are in place for when the current waste contract ends (December 2027).
- Procurement knowledge in order to formally define and then implement the procurement requirement(s) of ELWA.
- Knowledge and experience of applying social value and net zero principles into procurement projects.



- Skills in consensus-building and partnership working across a number of organisations.
- Practical experience of managing a digital procurement process and the use of e-tendering portals.

Specific Accountabilities of the Role

- Contributing to the successful delivery of a large-scale multi contract procurement process for ELWA, working with the procurement and contract management teams, contractors and other stakeholders.
- Contributing to the design, development, implementation, monitoring and review of the project timeline, its key milestones and risks, and ultimately its delivery against schedule.
- Contributing to the production and review of contract and procurement documents, in order to support the development and implementation of the Procurement Plan.
- Responsible for managing a digital procurement process and using an e-tendering portal.
- Coordinating clarification questions from bidders and collate responses from technical, legal and financial advisers for upload to the e-tendering portal.
- Representing ELWA at relevant working groups both internally and externally and advise the Procurement Programme Manager of any related enquires.
- Deputising for the Procurement Programme Manager in relevant areas when required.

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.

Numeracy

Analyse and interpret large amounts of data and information, in order to support the development and implementation of the Procurement Plan and the Handback Plan as part of the Procurement and Contract Expiry Programme.

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

- Monitor expenditure and invoicing with external advisers and other partners / stakeholders.



- Track project spend (committed and actual) and report to the Procurement Programme Manager.

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.

General Accountabilities and Responsibilities

- Comply and ensure compliance with appropriate legislation and ELWA'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 ELWA 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 Programme Manager or their line manager within the grading level of the post and the competence of the postholder.

Attributes	Job Requirements	Method of Assessment
Education and Qualifications	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.	AF
	A procurement qualification or accreditation (e.g. CIPS or other relevant qualifications or accreditation relevant to the role), or relevant experience of a level that is appropriate to the role.	AF
Knowledge, Experience and Skills	Demonstrable experience in the development of business cases with options appraisals and implementing the preferred option into procurement and contract implementation in a timely way.	AF and I
	Demonstrable experience of procurement models and tools and the use of e-procurement systems and software.	AF and I
	Demonstrable experience of working in a projects/programmes environment and delivery of outputs/outcomes to time, budget, quality, scope.	AF and I
	Demonstrable writing skills and attention to detail.	AF, I and T
	Demonstrable numeracy skills and ability to manipulate large data sets.	AF, I and T
	Demonstrable skills in building robust, proactive relationships with all relevant internal and external stakeholders.	AF and I
	Demonstrable experience of procuring services that are needs-led, personalised and actively promote Equalities and Diversity policies and comply with the Equality Act 2010.	I
	Demonstrable experience in procurement activity that ensures compliance and value for money.	I
	The ability to manage a varied portfolio of work with multiple fixed deadlines and strategic priorities.	AF and I
	Demonstrable experience in raising risks and issues to Senior Management and providing solutions/resolutions to these risks and issues in a timely way.	I
	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.	I
Conversant in relevant statutory legislation, Public Contract Regulations 2015 and the work of regulatory bodies and ability to apply these in the role.	I	

Personal Qualities / Drive Behaviours	Deliver I am responsible for my actions, make decisions and can explain why I made them.	AF, I and T
	Respond Sets high standards, collects and makes use of feedback to develop and improve outcomes.	T and I
	Inspire I work with my team and others to get things done and never leave a problem unsolved.	T and I
	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.	AF, I and T
	Engage Works with others to ensure that projects and tasks are completed within agreed timelines.	AF, I and T

AF = Application Form I=Interview T = Test