**JOB DESCRIPTION**

**Post Title:**  Procurement Officer - Construction Focus

**Grade:** K

**Duration:** Permanent

**Reports to:** Group Chief Legal Officer (managed day to day by STDC Procurement Manager)

## Job Summary

Tees Valley is where five distinct boroughs come together to make one exceptional destination in which to invest, live, work and visit.

The Tees Valley Combined Authority has made huge progress since its creation, taking on devolved responsibilities from Government for transport, infrastructure, skills, business investment, and developing local collaborations on culture and tourism.

These powers are backed up by substantial funding, a ten-year plan (approved in 2019) outlines how £588million worth of spending will support the creation of 16,785 jobs and an additional £1.48billion to the area’s economic output.

The investment plan, which supports the delivery of the Combined Authority’s Strategic Economic Plan was first launched in 2017 and includes £20million for a major transformational project in each of the five local authority boroughs, and an indigenous Growth Fund of £50million to improve and revitalise towns and communities.

The South Tees Development Corporation (“STDC”) is part of the TVCA Group and was established specifically to respond to the closure of SSI in 2015 by driving the regeneration of approximately 4,500 acres of former steelworks land along the south bank of the River Tees

STDC’s regeneration programme represents the largest single regeneration opportunity in the UK and a complex major capital works undertaking across a 25-year timeframe. The procurement of a wide array of services, works and goods, under public sector procurement rules will be essential to the programme’s success.

This new role will support the Procurement Manager (STDC) to deliver procurement activities as well as supporting wider group priorities when needed. For the successful candidate, this role presents an opportunity to be involved in the development of only the third Mayoral Development Corporation in the UK as well as contributing to the overall development and prosperity of the Tees Valley region.

## Duties & Responsibilities

1. Support the Procurement Manager (STDC) with the delivery of STDC procurement activities as well as supporting wider group priorities when needed.
2. Undertake the day to day co-ordination of a range of procurement procedures such as preparation of tender documents, coordination of tender meetings with internal stakeholders and suppliers, creation of purchase orders, confirming goods/services on purchase orders, and management of contracts from a commercial perspective alongside the Project Manager.
3. Ownership of a portfolio of procurements, this will include (but not limited to):
* Review of markets to understand the commodity
* Supplier relationship and risk management
* Engage with end users to understand requirements
* Act as an interface between suppliers and other relevant departments on procurement processes and new projects and activities
1. Ensure compliance to Public Contracts Regulations 2015 and OJEU
2. Support the Procurement Manager (STDC) with Major Capital Project Procurements
3. Ensure compliance in delivering Value for Money through procurement processes
4. Support the Procurement Manager (STDC) to promote procurement knowledge and advise upon procurement matters within STDC and the wider TVCA group as required.
5. Work closely with others in the procurement departments across the TVCA group and review opportunities for continuous improvement
6. Help to ensure compliance with relevant legislation i.e. procurement legislation, state aid, data protection and freedom of information.

1. Undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.
2. Ensure compliance with Governance procedures, procurement regulations and the General Data Protection Regulation.
3. Work flexibly and undertake such other duties and responsibilities commensurate with the grading and nature of the post.
4. Take reasonable care of your own health & safety and co-operate with management, so far as is necessary, to enable compliance with the authority’s health and safety rules and legislative requirements.