

## JOB DESCRIPTION

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

**Duration:** Permanent

**Reports to:** STDC Procurement Manager

### Job Summary

The South Tees Development Corporation ("STDC") was set up in 2017 as a subsidiary of Tees Valley Combined Authority to respond to the closure of SSI in 2015. The aim of STDC is to drive regeneration of approximately 4,500 acres of former steelworks land along the south bank of the river Tees attracting significant levels of private sector investment and ultimately creating 20,000 high skilled well-paid jobs.

The South Tees Regeneration Programme represents the largest single regeneration opportunity in the UK and a complex major capital works undertaking across a 25-year timeframe. Essential to the delivery of the programme in line with the Master Plan, will be the management of the procurement of a wide array of services, works and goods, under public sector procurement rules. Accordingly, the procurement function has need for additional resource as the programme accelerates on many, interdependent fronts.

The purpose of STDC's parent, Tees Valley Combined Authority ("TVCA"), is to drive economic growth and job creation across the Tees Valley. A partnership of five authorities; Darlington, Hartlepool, Middlesbrough, Redcar & Cleveland and Stockton-on-Tees, working closely with the Local Enterprise Partnership, wider business community and other partners to make local decisions to support the growth of our economy.

This role will work to support the Procurement Manager (STDC) to deliver the organisation's procurement activities ensuring compliance with all regulatory requirements and that delivery is in line with the overall STDC programme. In addition, the successful post holder may be required to support wider group priorities, including those of TVCA's other subsidiaries.

This role represents an excellent opportunity to be involved in the development of only the third Mayoral Development Corporation in the UK while in its formative stages 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 the STDC procurement strategies.
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
4. Ensure compliance to Public Contracts Regulations 2015 and OJEU
  5. Support the Procurement Manager with Major Capital Project Procurements
  6. Ensure compliance in delivering Value for Money through procurement processes
  7. Support the Procurement Manager (STDC) to promote procurement knowledge and advise upon procurement matters within STDC and the wider TVCA group as required.
  8. Work closely with others in the procurement departments across the TVCA group and review opportunities for continuous improvement
  9. Help to ensure compliance with relevant legislation i.e. procurement legislation, state aid, data protection and freedom of information.
  10. Undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.
  11. Ensure compliance with Governance procedures, procurement regulations and the General Data Protection Regulation.
  12. Work flexibly and undertake such other duties and responsibilities commensurate with the grading and nature of the post.
  13. 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.