



JOB DESCRIPTION

JOB TITLE: Social Value and Supplier Coordinator

GRADE: Band 10 (SCP31-34) (2020/21 £34,728 - £37,890)

BASE: Guildhall, Quayside, Newcastle upon Tyne, NE1 3AF
(Subject to relocation)

MANAGED BY: Economic Development and Policy Manager

COVID-19 update: Please note that NEPO is currently following the Government's advice on enabling staff to work from home if it is safe and practical to do so. Therefore, this role will be delivered remotely in an agile way, until NEPO makes any changes to these working arrangements.

1. SUMMARY OF POST

- a. To be an ambassador for all NEPO social value delivery and optimise the wider social value benefits that are delivered.
- b. To develop positive and effective relationships with North East suppliers to help deliver regional economic and environmental ambitions.
- c. To design and contract manage the NEPO Business Club increasing the number of North East suppliers bidding for and subsequently securing public procurement opportunities.

2. JOB PURPOSE

The key duties of this post will include:

Social Value

- 2.1 To shape and deliver the NEPO social value approach to ensure the North East is recognised as nationally leading in delivery. Using the NEPO strategy to help deliver the North East Social Value model objectives,

outlining the wider benefits that can be accrued by the wider public sector and innovative methods of securing social value are considered.

- 2.2 To mentor and support the NEPO procurement team to ensure that social value is created through NEPO solutions and supplier delivery. Working with our procurement team provide support, direction, and review how we embed social value across the entire delivery.
- 2.3 To provide support to the Member Authorities in delivering social value and showcasing the success of this delivery.
- 2.4 To develop NEPO guidance and resources to support social value delivery in all collaborative procurement opportunities. Using the guidance to support key aims, objectives, and action in agreed timescales.
- 2.5 To be responsible for implementing social value procedures, assisting in the management of social value creation plans, and reporting ensuring key performance indicators are monitored and any improvements executed.
- 2.6 To provide social value advice and decision-making support to procurement and clients in a timely manner across the entire procurement cycle.
- 2.7 To meet with contracted NEPO contracted suppliers to support the delivery of social value and signposting to joint working opportunities with regional stakeholders.
- 2.8 To be an ambassador for social value by developing and maintaining effective networks with suppliers to ensure social value is delivered in the most effective way. Using these networks to support the growth of supplier base and maximising innovative outcomes.
- 2.9 To develop and support the implementation of OPEN, NEPO's technology platform, to monitor, track, assess, and measure the impact of social value across NEPO's Collaborative Procurement Work Programme including supply chains. Helping shape annual performance report with specific regard to social value, providing clear direction on strategy and delivery. Working closely with the Communications team to align messaging, manage media activity, and promote successes of NEPO and suppliers.
- 2.10 To report to NEPO Economic Development and Policy Manager and wider NEPO Governance the progress of social value delivery. This will include

the outcomes delivered and suggested improvements to how NEPO measures social value delivery.

NEPO Business Club

- 2.11 To design and deliver the NEPO Business Club programme approach to ensure that it delivers supplier needs and procurement priorities.
- 2.12 To engage, upskill and provide advice to North East suppliers and the wider supply chain to find and compete for public procurement opportunities.
- 2.13 To liaise with and contract manage the supplier(s) appointed to deliver the NEPO Business Club. Working closely with the supplier(s) to ensure they meet their contractual obligations and achieve acceptable levels of performance.
- 2.14 To positively promote the activities and achievements of the NEPO Business Club by working closely with the Communications Specialist in developing case studies and other testimonials.
- 2.15 To develop and grow the NEPO Business Club brand to become a trusted partner for businesses and wider suppliers.
- 2.16 To support the NEPO Economic Development and Policy Manager in identifying potential sources of funding to sustain the long-term future of the NEPO Business Club.
- 2.17 To be a conduit with the NEPO Procurement team to deliver supplier opportunities and provide feedback from the wider market.
- 2.18 To support NEPO and Member Authorities undertake robust, professional, and effective market consultation activities with suppliers across all Collaborative Procurement Activities. Using this to continually improve the way market engagement is undertaken.
- 2.19 To support the growth of supply chain activities with NEPO and Member Authority contracted suppliers to deliver more opportunities to North East suppliers and where applicable deliver social value outcomes.
- 2.20 To design and implement a robust methodology and monitoring that evaluates how effectively NEPO Business Club objectives have been

delivered and how future performance can be improved.

- 2.21 To monitor the performance of the NEPO Business Club and report this performance back to NEPO SMT and the wider NEPO governance.

Stakeholder Relationships

- 2.22 To build positive relationships with North East suppliers, the North East business representative organisations, and the Voluntary Community and Social Enterprise Sector (VCSE) to help deliver shared objectives, improve regional engagement, and address barriers to regional economic growth.
- 2.23 To assist in the strategic positioning of collaborative procurement in support of wider North East economic development objectives helping deliver a cohesive and joined-up approach.
- 2.24 To assist in the communication of NEPO activities with North East suppliers, North East business representative organisations, and the Voluntary Community and Social Enterprise Sector (VCSE).
- 2.25 To assist in the design and delivery of the North East Supplier Survey which identifies the barriers facing North East suppliers in bidding for and winning public procurement opportunities. Using these findings to ensure that barriers are addressed and communicated to respondents and key stakeholders.
- 2.26 To support the development of the Stakeholder Engagement Group (SEG) to ensure engagement with North East suppliers, North East business representative organisations, and the Voluntary Community and Social Enterprise Sector (VCSE) provides updates on public procurement opportunities, receives feedback on market intelligence, and provides timely updates on work undertaken by NEPO and member authorities.
- 2.27 To represent NEPO at internal and external events including sitting on regional task forces and public sector delivery Boards.

Personal Disposition

- 2.28 Plan and organise workload to ensure effective, efficient, and timely delivery of agreed tasks to the required standard to support the overall delivery of NEPO.
- 2.29 To demonstrate high professional standards that represent NEPO in a positive and professional manner and contribute to the continuous progress and development of NEPO.
- 2.30 To build appropriate broad and professional networks to increase the influence that can be exerted on matters that concern NEPO and Member Authorities.
- 2.31 Foster close and effective relationships with colleagues and customers to deliver mutual benefits as part of a regional collaborative team.
- 2.32 Take responsibility for your own health, safety, and welfare to ensure that organisational health and safety policy and procedures are adhered to.
- 2.33 Take personal responsibility for continued personal and professional development and contributing to the learning and growth of NEPO.
- 2.34 Carrying out other duties, engage in development activities, and promote the benefits and strategy of NEPO and its services as required.

3. PERSON SPECIFICATION

Criteria	Essential	Desirable	How identified
Essential knowledge	<p>UK Government social value policy.</p> <p>Social Value Measurement Frameworks.</p> <p>Supplier development and engagement practices.</p>	<p>Local Government procurement practices.</p> <p>Collaborative public-sector procurement.</p> <p>Social value delivery in the North East.</p> <p>North East supplier base including businesses and Voluntary, Community, and Social Enterprises.</p> <p>National government policy on economic development and achieving net-zero.</p> <p>Public sector challenges and the financial climate.</p>	Application and interview
Qualifications	Qualified to degree level in a relevant subject and/or equivalent experience in a relevant discipline in the public sector.	Qualified to MA or PhD level in a relevant subject.	Application and interview
Experience	<p>Identifying local, sub-regional, regional and national social value opportunities.</p> <p>Working in multi-functional and cross-organisational teams.</p> <p>Meeting tight deadlines and balancing conflicting priorities. Working within complex partnership arrangements.</p> <p>Organising and prioritising a complex and varied workload.</p> <p>Operating independently and</p>	<p>Delivering social value opportunities.</p> <p>Devising communication strategies for cross-organisational use.</p> <p>Promote innovation in supplier development.</p> <p>Working within a political environment.</p>	Application and interview

	<p>with minimal supervision.</p> <p>Using good communication skills, including presentation skills, to build relationships with and influence / persuade stakeholders.</p> <p>Contract management which supports sourcing strategies.</p>	<p>Applying research techniques with an ability to interpret complex data and present results in a variety of formats, dependent upon intended audiences.</p> <p>Developing and implementing a range of communication tools, including newsletters, media, and social media.</p>	
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