Procurement Business Partner

RECRUITMENT PACK
Thank you for your interest.

Our people are at the heart of National Museums Liverpool (NML) and each employee makes a difference every day. Together we create memorable experiences for everyone and challenge expectations.

We pride ourselves on being a place for everyone where we can be our true selves in a supportive environment to do our best work. We are always aiming higher, aspiring to be more representative of the communities we serve and through our people, we are building a culture which embeds trust, respect, and inclusion helping us to evolve as an organisation every day.

With seven extraordinary museums and galleries housing and caring for 4m+ objects of international importance, exciting exhibitions, exquisite events, and imagination-inspiring learning we’re certainly never dull. We hold in trust and safeguard some of the world’s greatest museum collections, which are universal in their range – everything from archaeology and ethnology, natural and physical sciences, fine and decorative arts, maritime, social, and industrial history.

Whether you work in our shops and cafes, at our events, in our visitor experience, engagement, producing and communicating teams, curating, or caring for our collections you can be sure of an interesting, engaging and encouraging environment in which to thrive and be proud of.

You should find everything you need in this recruitment pack to help you decide whether you share our values and possess the right skills, experience, and knowledge to be successful in this role. Don’t forget to explore liverpoolmuseums.org.uk where you’ll find a whole host of other information that will help you discover more about who we are and what we do.

We look forward to receiving your application.

Laura Pye
Director

What you’ll find in this recruitment pack

• Welcome
• Mission, Vision & Aims
• Job Description
  o About the role
  o What you'll be doing
  o Qualifications
  o Experience & Knowledge
  o Required Skills
  o Additional Information
  o Employee Benefits
  o How to Apply
Mission

Creating memorable experiences for everyone - challenging expectations.

Vision

National Museums Liverpool (NML) is a group of very different and wide-ranging museums and galleries; established more than 150 years ago as a complement and counterbalance to the museums in London and brought together in 1986 as a nationally funded group as a symbol of hope and regeneration and because of the global importance of our collections.

We are seven exceptional museums and galleries, sharing important stories from ancient times to today through our more than four million objects.

As an organisation we are Welcoming, Honest and Educational, and as a team we are Trustworthy, Respectful, and Inclusive.

By 2030 we want to be the best museum “league” in the world. A league recognised as the best of the best, like the Champions League, the NFL, or the Premiership, we want our museums and galleries to be places that everyone wants to see and that all stakeholders want to be associated with. In our buildings and online we will have world-class displays and engagement programmes that make everyone feel welcome. ‘Off the pitch’ our world-class collections and colleagues will be supported to be their best and given great facilities. We will embrace the fact that each ‘team’ in our league is unique with its own fan base and individual stars; but collectively we want to be a league that all museums will aspire to be part of, and which is recognised externally as being a leading example.

Aims

To achieve our mission and vision we will focus on five strategic aims:

- Be more representative
- Be more self-sufficient
- Provide memorable experiences
- Partner and influence
- Engage and empower
- Be more sustainable

We recommend reading our Strategic Plan to find out more about our ambition.

Useful Links

- Our Story
- Our Venues
- Strategic Plan & Annual Performance
- Senior Staff
- Board of Trustees
- RESPECT Group
- Partnerships
- Reports & Policies
Procurement Business Partner

Directorate: Business Resources
Department: Procurement
Reporting: Head of Procurement
Salary: From £42,840 pa
Contract: Permanent
Working Hours: 37 hours per week
Probation Duration: 6 months
Holiday Entitlement: 28 days plus public holidays.
Location: Hybrid – home working / office (Liverpool)
Closing Date & Time: 22 August 2022 – 12 noon
Interviews: 31 August and 1 September 2022

About the role

Job Purpose

NML’s Procurement team comprise the Head of Procurement, the Procurement Business Partner and the Procurement Assistant. The team is responsible to the Executive Director of Business Resources for the strategic development and management of National Museums Liverpool’s procurement service, contributing towards the organisation’s ‘Value for Money’ and strategic procurement objectives. Reporting to the Head of Procurement, the Procurement Business Partner will provide a professional advisory service to ensure the integrity of procurement activities across all categories of third-party expenditure for National Museums Liverpool and its subsidiaries.

What you’ll be doing – Key Responsibilities

The role entails achieving results and delivering innovative and ethical visitor focused outcomes through:

- managing end-to-end procurement activities and competing project priorities within agreed timescales, applying best practice, value for money, supply chain and risk management techniques to maximise positive commercial outcomes;
- designing and implementing the procurement process, preparing tender documentation, advising on evaluation criteria, advertising opportunities, market engagement and stimulation, conducting negotiations and clarifications, observing due diligence in evaluation processes, ratifying tender submissions and award decisions, drafting award notification correspondence, debriefing tenderers, formalising contract documentation and writing recommendation reports;
- reviewing performance of NML’s service providers (including drafting, introducing and monitoring of key performance indicators and service level agreements), undertaking post contract reviews, reporting and disseminating lessons learnt to NML colleagues to effect innovation and improvements in service delivery and contractual performance;
- maintaining procurement information management systems to support data accuracy and periodic reporting;
- undertaking supplier and spend analysis in accordance with NML’s procurement and financial policies and procedures, statutory reporting and DCMS’ Financial Regulations;
- producing and managing NML procurement communications, updating procurement guidance materials (such as procedures, templates, contract register and workplans) on procurement portals and databases;
- identifying and supporting delivery of corporate training related to NML procurement initiatives;
- appraising existing systems and identifying purchase to pay improvements and efficiencies, where possible facilitating implementation and future developments.
- Ensuring compliance with legislation, standards and appropriate guidance (e.g. Public Contract Regulations 2015, Modern Slavery Act 2015).

You’ll be expected to:

- Adhere to the standards expected of all public services as defined by the HM Treasury publication “Managing Public Money”. Those standards are honesty, impartiality, accountability, openness, accuracy, reliability, transparency, objectivity, integrity, and fairness.
- Assist in developing and implementing our commitment to Equality, Diversity & Inclusion and promote non-discriminatory practices in all aspects of work undertaken.
- Continue to grow your knowledge and skills through undertaking professional development, which is established with your manager through an annual performance development review.
- Fully understand our policies and procedures and actively use them in your day-to-day work - including Security, Health & Safety, Equality & Diversity and Safeguarding. You will actively uphold the Museums Association Code of Ethics.
- Undertake additional duties from time to time, as required.

People Management

- The Procurement Business Partner does not have any direct line management responsibility but will be involved in the support and oversight of the activities and development of the Procurement Specialist.

Impact & Influence

Often the first point of contact, the Procurement Business Partner will build trust respect and inclusivity by working collaboratively with multiple stakeholders. Key working relationships include:

- Internal: advising colleagues from procurers to senior management across all NML Directorates;
- External: sharing best practice and contributing at working groups and external networks, including Department for Digital, Culture, Media and Sport (DCMS); Galleries, Libraries and Museums (GLAM), national consortia such
as North West Universities Purchasing Consortium (NWUPC); and when engaging with external professional advisors, suppliers and tenderers.

- The Procurement Business Partner will be required to demonstrate personal impact, build capability and agility via:
  - contributing in cross-functional working groups supporting associated action plans that impact NML procurement initiatives, such as Modern Slavery, Corporate Social Responsibility, Environmental, Social and Governance;
  - facilitating implementation of procurement initiatives to support NML’s Vision 2030 and strategic priorities;
  - maintaining professional procurement competence and awareness of current and emerging industry and legislative changes to advise colleagues, facilitating procurement maturity and driving best practice across NML.

**Decision Making**

The Procurement Business Partner will be accountable for:

- providing support and appropriate challenge to NML colleagues to optimise value for money, advocating compliance with procurement regulations, policies and procedures;
- highlighting risks and issues relating to procurement activities to support management of strategic business risk, recording actions and progress through periodic reporting.

**Communication & Networking**

The Procurement Business Partner will promote collaboration amongst internal colleagues, external stakeholders and supply chain partners by:

- building effective relationships to influence open communications, demonstrating mutual respect and integrity for colleagues across NML;
- demonstrating empathy and showing basic sensitivity to colleagues and stakeholders; applying tact and diplomacy when responding to enquiries and dealing with confidential information;
- assisting in the training, coaching and development of colleagues and junior members of the team.

**Resource Management**

- The Procurement Business Partner is accountable to the Head of Procurement in supporting the delivery of strategic outcomes from third party expenditure on goods, services and capital works, which for the period 2021/22 represents approximately 51% of NML’s overall turnover.

**Qualifications**

- Fully qualified to The Chartered Institute of Procurement & Supply (MCIPS) Level 6 or actively working towards. Candidates with equivalent experience may be considered, depending on experience.
Experience & Knowledge

- Extensive practical experience of working within public procurement procedures (Public Contracts Regulations 2015) and accessing consortia frameworks. Good knowledge of UK procurement contract law and drafting.

- Proven track record demonstrating diverse and extensive procurement work experience within a commercial environment/multi-disciplinary organisation.

- Significant practical experience of applying whole life costing and supply chain management techniques.

- Strong commercial/business acumen with experience in negotiating and achieving best value from supply contracts.

- Contract management experience including monitoring, resolution and optimisation of supplier performance.

- Project management experience including planning, mobilising and delivering complex, high risk and high value procurement projects.

- Ability to identify, manage and mitigate risks inherent in procurement contracts and processes.

- Practical experience of driving delivery of broader procurement initiatives, such as Social Value, Sustainability and Corporate Social Responsibility.

Skills

- Well-developed interpersonal skills. Ability to communicate and build successful relationships with colleagues, stakeholders, external community groups and supply chain partners at in person and virtual meetings; and by telephone, e-mail and other forms of communications.

- Ability to persuade and influence colleagues towards improvements in procurement best practice.

- Excellent organisational and time management skills with ability to manage, prioritise and meet competing deadlines.

- Well-developed commercial, numerical, analysis and evaluation skills with excellent attention to detail.

- Curious mindset demonstrating effective problem-solving skills and use of initiative with ability to deal with complex issues.

- Excellent level of IT literacy and proficiency in Microsoft Office 365 applications (including Microsoft Teams, Outlook, Word, Excel and PowerPoint), e-sourcing and finance systems.

- Ability to collate, summarise and present statistical and technical data for reporting.

- Ability to mentor, coach and supervise the development of junior colleagues.

Behaviours & Competencies

- Effective time management skills

- The ability to prioritise tasks in a busy environment
- Enthusiastic, self-motivated, proactive and innovative approach to working unsupervised in a remote/hybrid working environment as a team member.
- Sufficiently confident and resilient to attempt new tasks and respond positively to setbacks. Able to work autonomously, plan own workload and manage competing procurement priorities.
- Ability to thrive in a demanding change environment and sometimes pressured role.
- Ongoing commitment to learning and developing new knowledge and skills to support continuous professional development as required for the role.
- Ability to work as part of a team.

**Additional Information**

- Location: Some home working with agile working spaces available for flexibility. The post-holder will need to be able to attend meetings on-site when required.

- A Basic DBS Check will be required.

We are a Disability Confident Committed Employer committed to actively promoting and implementing equality of opportunity in all that we do. We value diversity and treat everyone fairly and equally. We ensure our recruitment process is inclusive and accessible and welcome applications from all backgrounds. We support our staff through unexpected life changes providing an employee assistance programme and reasonable adjustments enabling employment.

This job description is a guide to the nature of the work required of the prospective employee. It is neither wholly comprehensive nor restrictive and therefore does not preclude change or development that will inevitably be required in the future.
## Employee Benefits

- Civil Service Pension Scheme
- 25% staff discount in all our shops and cafés
- Employee Assistance Programme
- THRIVE Buddy Scheme
- Employee Recognition Schemes (Good Deed Feed & GEM awards)
- Employee Benefits Portal: High Street discounts, retailer discounts, locally negotiated discounts, Cycle to Work Scheme, Travel Loan Scheme, Eyecare Scheme
- Access to The Charity for Civil Servants
- Access to the Civil Service Sports Council (CSSC)
- Recognition of two Trade Unions

## Staff Groups & Committees

- BAME Staff Group
- Disability and Mental Health Staff Group
- Emeriti Staff Group
- LGBT+ Staff Group
- THRIVE Engagement Committee
- Ethics Committee
- Black Lives Matter Task Force
- Environmental & Sustainability Task Force

## How to Apply

If you’re still interested in becoming part of National Museums Liverpool, then what are you waiting for? You can apply for this role through our online recruitment platform in advance of the closing date.

Don’t forget to provide an up-to-date CV along with a supporting statement that outlines how you meet the requirements for this role, highlighting relevant experience, knowledge, and skills in response to the requirements outlined in the job description.

If you require an alternative method for application or assistance with our online recruitment platform, contact the People team on Recruitment@liverpoolmuseums.org.uk.