

Description and Employee Specification

We deliver great services to local communities on behalf of their local council. We are owned by the Councils and not shareholders, so we know our priorities and have strong values. At Publica we put people and our communities at the centre of everything.

Job title:	Procurement Business Partner	Location:	Cirencester/Agile
Department:	Business Services	Service:	Finance
Reports to:	Senior Procurement Business Partner	Working Hours:	37
Job group:	Specialist - Level 2	Peer group no:	PGI5
Business World Post number:	New post	Direct Reports (if applicable):	N/A
FTE Salary pro rata:	£44,096 - £47,993	Contract type:	Fixed term – 18 months
The what Main purpose of this specific role:	To support a variety of procurement activities for Publica Group (Support) Ltd, our partner organisations and Clients, to ensure UK Public Sector procurement rules compliance and contract performance.		
The how Main requirements of this specific role:	The main requirements of the role are: Support procurement team on all end-to-end aspects of Procurement from Commissioning through to Contract Management Provide effective and efficient specialist procurement advice to Publica partners and lead the delivery of compliant complex procurement processes. Assist with data analysis of spend on goods, services and works using Agresso ERP and other tools through category management techniques to achieve The greatest efficiency and cost reduction across all Publica Partners.		

	• Support the implementation of innovative procurement practices, policies, strategies, procedures and documentation that meet current best practise maximising the potential of e-procurement to achieve optimal value, efficiency and cost reduction • Assist with the rationalising of spend on goods and services into single contracts across the partnership or by adding to framework agreements as appropriate • Contributing to the key elements of the procurement service plans, aims and functions • Raise awareness and understanding of policy through procurement initiatives – e.g. SMEs; Social Value; Modern Slavery; Sustainability; Compliance; Transparency • Maintain and develop constructive relationships as part of a collaborative working environment • Engage with stakeholders (internal and external) through effective communication to ensure good performance and continuing service improvement • Take on any other additional duties as reasonably required.
Essential qualifications/skills/ experience specific to this role:	• Extensive knowledge of Public Sector Procurement and the Procurement Act 2023 • Holds or currently studying towards Membership of the Chartered Institute of Procurement and Supply (MCIPS). • GCSE Maths and English or equivalent to grade C/4 or higher • Experience of working flexibly as part of a team and collaborating with colleagues and stakeholders • Experience of being involved in continuously improving services and developing products to meet customer need • Ability to remain calm and confident when dealing with challenging customers and environments • Ability to resolve complex issues by negotiation • Deliver commitments and take ownership of own caseload, reshaping of plans to deliver required outcomes • Demonstrate commitment and resilience to succeed • Ability to work independently under pressure and within tight deadlines • Excellent written and verbal communication skills • Competent in using a range of technology and software packages, including Microsoft and Google

Desirable Requirements Qualifications, Skills and Abilities:	• Relevant recognised academic or professional qualification • Knowledge, understanding or experience of project management • - Membership of a relevant professional body • Experience of working in a financial environment.
	Generic Job Profile:
Main Purpose of a role within this job group :	The purpose of this role is to: • Provide technical expertise, advice and direction to internal and external customers when solving problems or managing risks • Apply a high level of expert knowledge within a technical area of expertise and manage sensitive, open ended and complex case or project-based
Key Responsibilities of a role within this job group:	• Use detailed, technical knowledge within the subject matter to objectively analyse situations and make decisions that meet the needs of all stakeholders with limited guidance and direction • Working in a multi-disciplinary team on technical cases and projects to a highly efficient and effective standard • Be responsible for small projects or input into large projects • Maintain a detailed understanding of appropriate legislation, policy, procedure and guidelines and make informed assessments, advise stakeholders and take action • Ability to interpret and find solutions to ambiguous and partial information • Play an integral role in innovating products and continuously improving services • Act as a lead technical advisor within the relevant service area • Mentor and train colleagues • Carry out duties with discretion, integrity and maintain confidentiality • Deliver commitments and take ownership of own caseload, reshaping of plans to deliver required outcomes • Ensure that issues and problems are effectively mitigated and solutions developed which meet customer needs • Ensure all relevant customer and company information is captured and recorded accurately • Understand and demonstrate commitment in delivering the key performance indicators within the function

PUBLICA

	Undertake any other duties as reasonably required to do so
General Accountabilities:	- Safeguarding – The Council/Publica is committed to meeting its statutory and moral duties to safeguard and promote the welfare of children, young people under 18 years of age and adults at risk who are the recipients of its services and/or activities. - The post holder is responsible for maintaining a safe working environment and ensuring, as is reasonably practicable, that safe working practices are adopted by employees within this work environment - Work in compliance with the Codes of Conduct, Regulations and policies of Publica - To support the response to a major incident, including taking up a designated role within the emergency management framework
Special Conditions:	- There may be a requirement to work at other Publica Group (Support) Ltd and/or client locations to meet the needs of the business - You will be expected to work reasonable additional hours in line with the needs of the service - Full UK Driving License - Ability to travel/ access to a vehicle for work purposes. - Your role will require a Baseline Personnel Security Standard Check (BPSS)
Date reviewed:	October 2026
Reviewed by:	Ciaran Okane
Manager job title:	Senior Business Partner - Procurement
Date of issue:	October 2026
Checked HRBP:	Siobhan Padfield