

JOB TITLE: Procurement Business Partner

REPORTS TO: Head of Procurement

RESPONSIBLE FOR: No Line Management Responsibility

Who are Accent?

We own around 20,000 houses across the North, East and South of the country. They are home to over 35,000 customers. We exist to improve lives, providing people with high quality homes, affordably. Whatever their housing need, whether family, single, older or more vulnerable – our customers come first. They are always at the very heart of our business.

If you feel great about putting customers first, then we feel great about you joining the Accent team.

And we are a team. We live and breathe our values – we are Smart, we are Driven, we are Caring and we are Inclusive – are you? If you can do what's right and challenge what you think is wrong, relish the opportunity to work with some fabulous colleagues to improve the customer experience and make sure we keep to our promises, then you are the person we are looking for.

Come and join us and start your own journey with Accent. We aim to be number one, and you could help us get there.

As a Procurement Business Partner, a summary of your role involves:

Working with our internal clients to design and deliver procurement solutions that deliver value and compliance. You will be expected to concurrently run a series of competitions of differing complexity, values and routes to market for multiple stakeholders.

You will be the Accent lead on those competitions, guiding and influencing our internal clients to ensure the best possible outcome for Accent and our customers whilst ensuring compliance with the Public Contract Regulations 2015 and the Procurement Regulations 2024

The key components of the role are

- Provided professional expertise and judgement relied upon by all colleagues working as an Expert practitioner.
- Designing compliant procurements based on Stakeholder technical requirements.
- Deliver procurements in line with the relevant regulations and Accent governance.
- Lead on complex procurements with support from the Head of Procurement.
- Maintain our record keeping systems in line our governance obligations.
- Support procurement process improvement.
- To be an excellent ambassador for Procurement, by fostering and nurturing key relationships with colleagues throughout the business, clearly and effectively communicating the benefit and impact of Procurement.
- Support post procurement contract and supplier relationship management.
- Deputise for the Head of Procurement as necessary.



Outcomes Sought:

- Successful procurements which deliver value for money.
- Satisfied internal clients and stakeholders
- Compliance with Accent governance and the public contract regulations at all times
- Accurate, up to date procurement and contract documentation.

Your core role and focus is all about ensuring that you deliver well run, effective and compliant procurements whilst working as a part of a small, dedicated team that are positively contributing to the departmental KPI's and the overall success of the organisation.

We want our people and our customers to be proud of the services and homes we provide and you have a key part to play in this.

What you'll bring:

We'll expect you to be part of the team and deliver your service in line with our values and behaviours



The must haves:

- CIPS Level 4 or equivalent Procurement experience
- The ability to successfully run multiple different types of competitions concurrently balancing competing priorities
- A high level of IT literacy with strong skills across the whole Microsoft Office suite, especially Excel.



- Good written and verbal communications skills
- The ability to learn quickly and adapt to a rapidly changing environment
- The drive to make sure that our stakeholders consistently receive an accurate high quality service.
- The ability to negotiate with and influence stakeholders
- A real eye for detail and a determination to make sure that things are done right first time.
- A good understanding of commercials to ensure that you can design competitions which lock-in quality and value improvements.

The added extras:

- Knowledge of one or more of the following procurement categories:
 - Information & Communication Technology
 - Built Environment
 - Construction
 - Professional Services
 - Estate Services
- Experience of administering a Dynamic Purchasing System (DPS)
- A willingness to work towards MCIPS (with Accent support)
- A willingness to undertake both internal and external training (with Accent support).

We all have our part to play

- We're committed to our vision and demonstrate behaviours which are in line with our core values.
- We ensure that all aspects of our work are delivered with a customer focus to all internal and external users in line with our internal/external service offer.
- We uphold our commitment to inclusion, equality and diversity.
- We're aware of our personal responsibilities regarding health and safety, and ensure that our Health & Safety policies are adhered to in all aspects of our work.
- We treat all data with respect, ensuring we only use it for the correct purpose and is handled safely and securely.
- We promote and achieve Value for Money (VfM) within our areas and across the organisation.

This job description is intended to give the post holder an appreciation of the role envisaged and the range of duties and responsibilities to be undertaken. It does not attempt to detail every activity. Specific tasks and objectives will be agreed with the post holder at regular intervals. The post holder will be required at all times to perform any other reasonable task, as requested by the Line Manager in order to meet the operational needs of the business.

Signed: _____

Name: _____

Date: _____

