

## Senior Procurement Analyst

### What we value at Westminster

Westminster City Council believes in creating a City for All where people are born into a supportive and safe environment, grow and learn throughout their lives, build fantastic careers in world-leading industries, have access to high quality, affordable homes and retire into the community with dignity and pride.

We work together to adapt to the changing needs of our communities – resulting in a dynamic atmosphere where ambition, diversity and creativity are celebrated.

### Our culture

At Westminster we have a culture of openness, transparency and integrity – where everyone has the opportunity to thrive and develop to be the very best.

The Westminster Way is the council’s commitment to our staff and is underpinned by three pillars:

- **Personal development: Everyone has talent.**  
We want everyone to thrive at Westminster and so we take the time to nurture talent – coaching and mentoring our people to be the very best.
- **Value our people and diversity: Everyone is valued.**  
We embrace our differences, to bring new perspectives to the future challenges of our city.
- **The Westminster Way of working: Everyone is a leader.**  
At Westminster we encourage everyone to develop themselves to have a growth mindset and an outward looking approach to provide the best service to our residents, businesses and visitors. We champion modern and agile working and an open and transparent outlook to the way we work.

In order to do the very best for our communities, we believe that our workforce should be representative of the people we work on behalf of, our residents. That’s why at Westminster we celebrate and embrace our differences.

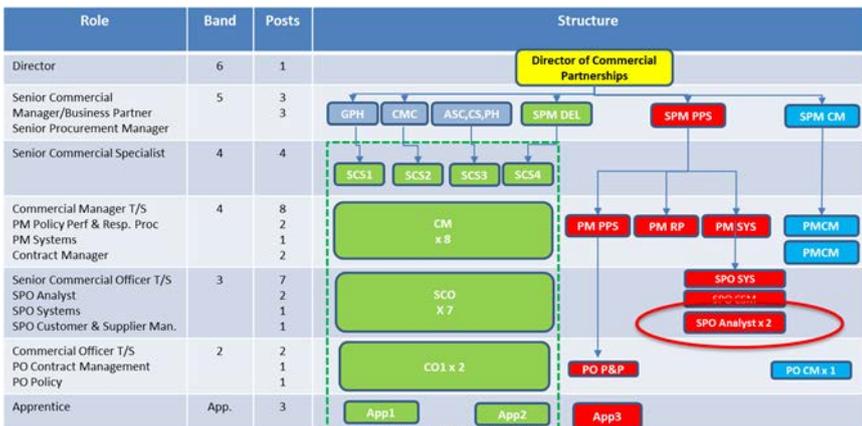
We are passionate about creating a workplace where all can thrive, and where every single person has the opportunity to develop, grow and to be valued for their contribution.

### Portfolio/responsibilities of this role

Working as part of the Council’s Procurement Service you will provide data and analytical support to members of the team.

This is one of several posts in the Procurement Service that work flexibly to support the commercial needs of the Council. You will be expected to demonstrate a high level of commercial knowledge and technical expertise in your specialist area.

	<p>Success will depend on your professional credibility across a range of stakeholders at all levels, including members, lead commissioners, senior managers, budget holders and others who are involved all aspects of procurement and contract management.</p> <p>You will be expected to be committed to your own professional development and good practice within the team.</p> <p><b>Specifically, you will:</b></p> <ul style="list-style-type: none"> <li>• Analyse aspects of the procurement or business activity or policy decisions and monitor and report trends;</li> <li>• Undertake the analysis of supply markets (market trends, industry structure, cost drivers, technology shifts etc) as required;</li> <li>• Provide appropriate market indices and benchmarking information;</li> <li>• Provide information (including expenditure and contract information) in an accessible form to users within the procurement team and across the organisation;</li> <li>• Use data and insight to “tell the story” in a simple and effective way to stakeholders</li> <li>• Encourage the wider development of analytical skills and techniques and promote ‘self-service’ access to data and information;</li> <li>• Collect, manage and manipulate large data sets across the councils c. £700m third party spend and produce meaningful management information through data cleansing, manipulation, filtering and interpretation</li> <li>• Apply analytical techniques to expenditure, contract compliance and procurement transactional activity to identify savings and efficiencies and to promote better service or customer outcomes;</li> <li>• Provide the Council with the required intelligence and awareness on supply chain issues;</li> <li>• Design and develop codification schemes, tools, templates, and guidelines to support effective data management and analysis;</li> <li>• Assure data quality and the effective transfer of data between systems, including the council’s e-procurement systems, contract management systems and ERP;</li> <li>• Represent the Procurement Service in collaborative discussions or forums relating to best practice, legislative development or benchmarking in your areas of specialism;</li> </ul>
	<p><b>Budget Responsibilities</b></p> <p>No budgetary responsibilities.</p> <p>Staffing: No direct responsibility for staff but will work as part of a team to deliver service outcomes. Management of stakeholder relationship at all levels and externally.</p>

	<p>Procurement: information, data accuracy and insight are critical to the performance of the procurement service and the decisions made.</p> <p>Other: none.</p>
<p><b>What do we expect this role to achieve?</b></p>	<p>Supports evidence-based decision making; Identifies cost savings and performance improvement;</p> <p>Enhance the reputation of the Procurement Service and the Council as a knowledgeable and astute commercial operator;</p> <p>Mitigate risk and compliance through adherence with local policies standards and PCR regulations;</p> <p>Enhances market and supplier knowledge capture and retention and supports continuous professional development.</p>
<p><b>Band/Salary range</b></p>	<p><b>Band 3</b></p>
<p><b>Work style</b></p>	<p><b>Agile</b></p>
<p><b>Your manager &amp; team</b></p>	<p>The post holder reports to <b>Procurement Manager Systems and P2P Optimisation (PM-3)</b>.</p>  <p>Flexibly works with other team members but has no direct reports.</p>
<p><b>Experience</b></p>	<p>Experience of working in an environment where customer needs are variable &amp; the ability to assess opportunities at speed is crucial;</p> <p>Working in a large, complex and diverse organisation;</p> <p>Working knowledge of procurement processes including but not limited to the Public Sector;</p>

	<p>Experience of supporting the analytical requirements in a finance or procurement area;</p> <p>Experience of undertaking supply market research and or modelling</p> <p>Working in a structured or project-based environment;</p> <p>Produced written and verbal summaries, that have a strong and compelling narrative.</p>
<p><b>Skills &amp; Behaviours</b></p>	<p><b>Key skills</b></p> <ul style="list-style-type: none"> <li>• Strong commercial skills;</li> <li>• Highly developed analytical skills;</li> <li>• Excellent IT skills using spreadsheets, charts and graphs;</li> <li>• Effective interpersonal and communication skills;</li> <li>• Strong modelling skills using own initiative, assumptions and presenting statistical data in compelling ways</li> <li>• Ability to use data and information to benchmark and promote performance improvement;</li> <li>• An ability to add value through expert knowledge;</li> <li>• Excellent written and verbal communication skills including report writing and the ability to simplify technical and complex information;</li> <li>• Good commercial skills, including negotiation, project management, benchmarking, financial awareness (e.g. financial ratios) and other business improvement techniques.</li> </ul> <p><b>Key behaviours</b></p> <ul style="list-style-type: none"> <li>• The ability to work effectively with people at all levels internally and externally;</li> <li>• Good commercial and cost awareness;</li> <li>• Customer focus and empathy and the ability to communicate appropriately;</li> <li>• The ability to challenge and influence effectively;</li> <li>• Emotional resilience;</li> <li>• A problem solver – ability to identify and resolve issues with speed</li> <li>• Flexibility, creativity and self-motivation;</li> </ul> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Literacy and numeracy evidenced by A levels. Grade A – C or equivalent.</li> <li>• This position is required to possess or be working towards a recognised professional qualification (for example) CIPS level 4 or above or related graduate level discipline or equivalent by experience.</li> </ul>

<p><b>Corporate standards</b></p>	<p><b>Resources / Financial management</b> We expect you to understand budgets, financial management and Governance relating to expenditure decisions and procurement and ensure that they are managed in line with the Westminster Way.</p> <p><b>Values and behaviours</b> Our values and behaviours are at the heart of everything we do. We expect you to work in this Westminster Way empowering, engaging and encouraging your teammates to deliver our corporate vision.</p> <p><b>Compliance</b> We expect you to ensure legal, regulatory and policy compliance in area of your specialism, identifying opportunities and risks and escalate/report where appropriate.</p> <p><b>Equality and diversity</b> We value equality and diversity as a city council and we want you to support and promote this in your day to day work.</p>
<p><b>Additional values and behaviours for Managers</b></p>	<p><b>People and Service Management</b></p> <p>Role model the Westminster Way:</p> <ul style="list-style-type: none"> <li>• Demonstrate inclusive leadership</li> <li>• Take the lead in driving initiatives</li> <li>• Be proactive in being forward and outward looking, by regularly investing in own development.</li> </ul> <p>Driving forward performance by empowering staff to take the lead. Setting high standards, encouraging improvement and innovation. Supporting the team to achieve by adopting a coaching style of management</p> <p>Having regular employee led conversations to develop our people – creating a safe environment for learning, taking time to understand their strengths and motivations, stretching them and coaching them to achieve.</p> <p>Managing budgets responsibly – planning, monitoring and adapting budgets to respond to changing priorities.</p> <p>Delivering the Medium-Term Plan</p> <p>Working within the democratic framework - understanding the democratic process and its role in public organisations, anticipating Member needs and responding to their feedback.</p>