



Creating great homes together

# Role Profile

**Position**

**Procurement Business Partner**

**Reporting to**

**Head of Procurement**

## What you can expect

We're a magnificent place to work, where talented and ambitious people enjoy rewarding, purposeful and fulfilling careers in an inspirational environment.

- You'll be joining a new and growing procurement team.
- We're at the launch of a new and exciting strategy, so this role is crucial to Magna's ongoing development.
- You'll help develop and implement key strategic plans and policies.
- Support for CPD.
- Flexible hybrid working.
- Helping Magna get the most out of upcoming changes to public procurement.
- At Magna, we are committed to your growth and professional journey. We offer ample opportunities for further training and development, empowering you to excel in your career. Our comprehensive benefits package underpins our commitment to your well-being and includes a generous Pension Scheme, Health Care Cash Plan, Wellbeing Portal and Employee Assistance Program. These resources are designed to support both your mental and physical health, ensuring your success in both personal and professional aspects of life.
- We actively support our local communities and encourage employee involvement by offering one paid day per year for volunteer activities alongside access to Credit Union facilities and Colleague Voice. You will also benefit from Company Sick Pay and a competitive annual leave entitlement, which increases progressively with your length of service over the first five years.

## What you are known for

- Leading complex procurements.
- Managing the interests of various stakeholders while setting governance for conflicting priorities
- Championing CIPS code of ethics.
- Up to date market knowledge and research.
- Engaging in and managing continuous professional development

## What you take care of

- To create, develop, lead, and implement effective, innovative and sustainable procurement methods to support Magna's activities across the full range of works, goods and services.
- Provide professional procurement support for selected departments.
- Build strong relationships at all levels with your key internal stakeholders.
- Build appropriate relationships to maximise value for money and strategic outcomes for Magna with external stakeholders (Framework providers & partner organisations)
- Develop and implement procurement strategies for departments within your remit.
- Champion compliance and governance, ensuring that procurements adhere to legislative requirements, appropriate regulations and Magna's own policy and procedures.
- Actively identifying areas of spend which can offer greater value for money through procurement procedures.
- Co-ordinate contract commencement and go-live activities.

## What you need to be successful

- Excellent commercial knowledge and astuteness.
- Exceptional written & verbal communication and presentation skills.
- Knowledge of procurement legislation and public sector procurement requirements.
- Able to adopt pragmatic positions to ensure delivery.
- Great insight and analysis of spend and usage data. Experience of running complex procurement activities.
- Able to have robust and decisive conversations with stakeholders.
- Happy to work independently.
- Good Microsoft Office skills.
- Experience using Source to Contract software.

## Qualifications required

Applicants with transferrable skills are encouraged to apply.

- Approved: