



MERSEYSIDE WASTE DISPOSAL AUTHORITY

JOB DESCRIPTION

JOB TITLE	ASSISTANT DIRECTOR, PROCUREMENT AND SERVICE INNOVATION
SALARY RANGE	£70,425 to £73,925
LOCATION	Hybrid (Home/Office/On Sites)
PRIMARY PURPOSE OF THE JOB	<p>To provide an effective and efficient procurement and service innovation function for the Authority.</p> <p>To manage the procurement function of the Authority. In particular, to oversee and manage the procurement process in relation to major treatment and disposal contracts, re-use contracts and other waste treatment contracts.</p> <p>To ensure that all procurement management arrangements are robust, proactive and run in line with best practice and legal requirements.</p> <p>To advise on procurement arrangements including managing the appointment of procurement advisors, e.g. legal, financial and technical advisors, where necessary, and to produce procurement management reports to the Authority.</p> <p>Working across all teams to develop and deliver service innovations in the light of strategic objectives and wider LCR Strategic Waste Partnership and City Region Climate and Social Value and Clean Growth aims.</p> <p>To develop programmes of work, including with key partners and stakeholders, to deliver the procurement objective and the greater strategic outcomes in terms of green jobs, climate and carbon reduction and social value through service innovation.</p>
DIRECTLY RESPONSIBLE TO	Chief Executive

PRINCIPAL DUTIES

1. To manage the procurement function of the Authority. In particular, to lead, shape and implement the procurement programme in relation to major treatment and disposal contracts, re-use contracts and other waste treatment contracts.
2. Contribute to the development and implementation of the contract expiry process and activities related to the conclusion of the current waste contract
3. To ensure that procurement management arrangements are robust, proactive and run in line with best practice and legal requirements.
4. To manage the appointment of procurement advisors, e.g. legal, financial and technical advisors, where necessary, and to produce procurement management reports to the Authority.
5. Working across all Authority Teams to develop and deliver service innovations in the light of strategic objectives and wider City Region and LCR Strategic Waste Partnership ambitions.
6. To develop programmes of work to deliver greater strategic outcomes in terms of green jobs, climate and carbon reduction aims and social value through service innovation.
7. To develop effective partnership working with the community, government, local authorities, contractors and other stakeholders in order to ensure that the Authority is promoted, its interests are well-informed, widely understood and furthered as appropriate.
8. To represent the Authority, where necessary, in its dealings with government bodies, local authorities, agencies, the community, the private sector and other stakeholder organisations, as required.
9. To develop specific innovation projects and to project manage them through to completion, e.g. Re-use Hub (s).

OTHER DUTIES

1. The above duties do not include or define all tasks that may be required by the postholder. The Post holder may be directed to work flexibly in other areas where

responsibility levels are commensurate with the employees' grade of pay in order to ensure that resources are deployed effectively and where necessary across the Authority.

General Statement

The above duties do not include or define all tasks that may be required by the postholder. The duties may vary without changing the general character of the duties or the level of responsibility entailed. These factors are reflected in the grading of the post.

Health and Safety at Work

The Health and Safety at Work Act stipulates that it is the responsibility of every employee to observe all rules governing health and safety and such safety equipment as provided must be used.

Equal Opportunities

The Waste Disposal Authority is an Equal Opportunities Employer and has equal opportunities policies with which you are expected to comply at all times. The Authority condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias.

Risk Management

To support and contribute to the delivery of the Authority's Risk Management Strategy and to effectively manage those strategic and operational risks for which the manager has responsibility.

Sustainable Procurement

To effectively requisition goods and services in line with the Authority's sustainable procurement policy

Special Conditions

This post is politically restricted under the Local Government Housing Act 1989

	Date	Name	Post Title
	24 th February 2023	Lesley Worswick	CEX
Revised			