



MERSEYSIDE WASTE DISPOSAL AUTHORITY

## PERSON SPECIFICATION

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| <b>JOB TITLE</b>  | Assistant Director, procurement and Service Innovation |   |
| <b>LOCATION</b>   | Hybrid (Home/Office/On sites)                          |   |
| <b>GRADE</b>  | £70,425 to £73,925                                     |   |
| <b>REPORTS TO</b>   | Chief Executive  |   |
| <b>MAIN PURPOSE OF THE JOB</b>  |  |   |
| <p>To provide an effective and efficient Procurement and Service Innovation service for the Authority</p> <p>To ensure that Procurement and Service Innovation management arrangements are robust, proactive and delivered in line with best practice.</p> <p>To support the Executive Management Team and Chief Executive to ensure that:</p> <ul style="list-style-type: none"> <li>▪ Contract procurement resources and systems are in place and effective.</li> <li>▪ Procurement strategies are developed and implemented, especially for the Waste Management and Recycling Contract and Recycling and Recovery Contracts (WMRC and RRC) and all future major waste treatment, transport and disposal contracts.</li> <li>▪ Formal procurements are undertaken in line with the required legal standards and to best practice standards.</li> <li>▪ Consultation Programmes with Members and stakeholders, including District Councils, are undertaken in the development of major procurement strategies and processes.</li> <li>▪ Service innovations are developed across all disciplines and project managed to successful conclusion.</li> </ul> |  |   |
| <b>ESSENTIAL CRITERIA</b>   |  | <b>DESIRABLE CRITERIA</b>   |
| <b>EXPERIENCE</b>   |  |   |
| Successful senior leader with a strong track record in delivering large scale contract procurements and service innovations in a complex environment  |  | Procurement of major contracts within the waste sector                          |
| Proven experience of developing, managing and monitoring resources and budgets, and delivering projects within agreed spending parameters   |  | Proven experience of delivering value for money, social value, circular economy |



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| Experience of procuring large contracts, developing, defining and managing service expectations and service level agreements                                  | In depth knowledge of the waste and recycling sector         |
| Experience of interpreting financial and project information and managing resources to meet operational objectives  | Experience of following Treasury guidance on PFI/PPP schemes |
| Proven ability to coach and develop staff and promote a performance culture   |  |
| Proven ability to build effective working relationships and strategic partnerships both inside and outside the organisation                                   |  |
| Experience of change leadership and organisational transformation   |  |
| Proven ability to consistently make good decisions through a combination of analysis, experience and problem solving  |  |
| <b>QUALIFICATIONS AND TRAINING</b>  |  |
| Educated to degree level in relevant subject or proven relevant experience  | Full clean driving licence                                   |
|   |  |
| <b>PRACTICAL SKILLS</b>   |  |
| Ability to write clear and concise reports, letters and statements.   |  |
| Excellent information technology skills   |  |
| Ability to analyse complex information and present that information in a clear manner   |  |
| Excellent organisational and interpersonal skills   |  |
| <b>PERSONAL QUALITIES &amp; ATTRIBUTES</b>  |  |
| To have a professional outlook and act professionally at all times  |  |
| To be a strong team player with the ability to adapt quickly and to be able to work with the minimum supervision  |  |
| To have a flexible approach to service transformation and delivery implementation   |  |
| A willingness to develop as an individual and as a professional and to attend appropriate training courses as identified through the staff development scheme |  |
| <b>OTHER REQUIREMENTS</b>   |  |



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| Ability to organise own workload and prioritise effectively   |  |
| Ability to meet tight deadlines in a busy working environment |  |

**Last Updated:** Feb 2023