Partner Busnes Caffael – Rheoli yn ôl Categori

Cyfeirnod y swydd: PEPR00000D1SEE
Lleoliad:Neuadd y Sir, Rhuthun / Hybrid
Cyflog: Gradd 10 £42,839 - £47,181
Oriau: 37 y wythnos
Contract: Parhaol
Swydd Fewnol / Allanol

Ydych chi'n Weithiwr Proffesiynol Caffael brwdfrydig ac ymroddedig sy'n angerddol am werth cyhoeddus, cynaliadwyedd a chydweithio i gyflawni nodau'r Cyngor?

Os felly, mae'n bosibl mai dod yn Bartner Busnes Caffael gyda Gwasanaeth Caffael ar y Cyd Sir Ddinbych a Sir y Fflint yw'r cam nesaf yn eich gyrfa!

Mae Caffael yn esblygu - yn enwedig gan fod Deddf Caffael 2023 wedi dod i rym yn 2025 a bod Deddf Partneriaeth Gymdeithasol a Chaffael Cyhoeddus (Cymru) 2023 yn dod i rym yn 2026. Dyma adeg gyffrous i fod yn rhan o dîm sy'n llywio trawsnewid, yn croesawu arloesedd ac yn cefnogi budd-ddeiliaid drwy'r newid.

Swyddogaeth Partner Busnes Caffael yw bod yn bwynt cyswllt amlwg a ffynhonnell o gymorth i wasanaethau gyda'u gweithgareddau caffael a'u helpu i wella eu perfformiad yn hynny o beth. Disgwylir y bydd deiliad y swydd yn datblygu a chynnal gwybodaeth drylwyr am o leiaf un categori caffael (er enghraifft, adeiladu, gofal cymdeithasol, tai ac yn y blaen) ac arfer y wybodaeth honno wrth gynorthwyo â gweithgareddau caffael a gwella perfformiad, a sicrhau gwell gwerth am arian.

Rydym yn chwilio am aelod o dîm sy'n gallu arwain ei faes gwaith ei hun a chefnogi cydweithwyr mewn gwasanaethau i gyflawni gweithgaredd caffael sy'n rhoi gwerth am arian. Yn gyfnewid, bydd gennych lwyth gwaith amrywiol a difyr a chyfleoedd i gyfrannu ar draws meysydd gwasanaeth gwahanol, gan fod yn rhan o dîm bychan o weithwyr

Procurement Business Partner – Category Management

Job reference: PEPR00000D1SEE
Location: County Hall, Ruthin / Hybird
Salary: Grade 10 £42,839 - £47,181
Hours: 37 per week
Contract: Permanent External / Internal vacancy

Are you an enthusiastic and committed Procurement Professional who is passionate about public value, sustainability and working collaboratively to achieve the aims of the Council?

If so then becoming a Procurement Business Partner with Denbighshire & Flintshire Collaborative Procurement Service could be your next career move!

Procurement is evolving—especially with the new Procurement Act 2023 having come into force in 2025 and the Social Partnership & Public Procurement (Wales) Act 2023 coming into force in 2026. This is an exciting time to be part of a team that's navigating transformation, embracing innovation, and supporting stakeholders through change.

The role of the Procurement Business Partner is to provide a clear point of contact and resource for service areas to support their procurement activity and help them improve their performance in relation to their procurement activity. It is expected that the post-holder will develop and maintain a detailed knowledge of at least one procurement category (e.g. construction, social care, housing etc.) and use this knowledge to support and improve procurement performance and achieve better value for money.

We're looking for a team player capable of leading their own areas of work and supporting colleagues across service areas to deliver value for money procurement activity. In return you will find a varied and interesting workload with opportunities to contribute across different service areas, whilst being part of a small team of dynamic and highly effective professionals

proffesiynol deinamig ac effeithiol iawn i gefnogi arfer gorau mewn caffael a sicrhau gwerth am arian sy'n cydymffurfio'n gyfreithiol.

Cyngor Sir Ddinbych sy'n gweinyddu'r swydd ond bydd y deiliad yn darparu gwasanaeth i Gynghorau Sir Ddinbych a Sir y Fflint.

Rydym yn cynnig:

- Pecyn cyflog a buddion cystadleuol. https://www.denbighshire.gov.uk/cy/swyddi-a-gweithwyr/fy-nghyflogaeth/tal-a-buddion/buddion-ychwanegol-i-weithwyr.aspx
- Trefniadau gweithio hyblyg a hybrid.
- Amgylchedd gwaith cefnogol a cynhwysol.

Penodiad yn amodol ar geirdaon boddhaol.

Os hoffech chi drafod unrhyw agwedd ar y swydd, ffoniwch **Mrs Lee Evans, Arweinydd Tim Caffael ar 01824 706919 neu e-bost lee.evans@denbighshire.gov.uk**

Os oes gennych ddiddordeb yn y swydd wag hon, gwnewch gais ar-lein trwy ein gwefan www.sirddinbych.gov.uk Am ddulliau eraill o wneud cais, cysylltwch â'r Adran Gwasanaethau Cwsmeriaid ar 01824 706100.

Rhaid i ymgeiswyr gwblhau ein ffurflen gais i gael ei ystyried. Mae'n ddrwg gennym nad ydym yn gallu ateb pob cais. Os nad ydych wedi derbyn ateb o fewn tair wythnos i'r dyddiad cau, dylech gymryd yn ganiatáol nad ydych wedi cyrraedd y rhestr fer am gyfweliad.

Dyddiad Cau: 02/10/2025
Dyddiad Cyfweliad: I'w gadarnhau

Mae Cyngor Sir Ddinbych yn ymroddedig i Gyfle Cyfartal a'i Safonau Iaith Gymraeg. Rydym yn croesawu ceisiadau yn y Gymraeg. Sylwch na fydd unrhyw ffurflenni cais a dderbynnir yn y Gymraeg yn cael eu trin yn llai ffafriol na ffurflenni cais a gyflwynwyd yn Saesneg.

supporting best practice procurement and ensuring legally compliant value for money.

The post is hosted by Denbighshire County Council, but will provide a service for both Denbighshire and Flintshire Council's.

We Offer:

- Competitive salary and benefits package. https://www.denbighshire.gov.uk/en/jobs-and-employees/my-employment/pay-and-benefits/additional-employee-benefits.aspx
- Flexible and hybrid working arrangements.
- A supportive, inclusive working environment.

Appointment subject to satisfactory references.

If you would like to discuss any aspect of the post, please call **Mrs Lee Evans, Procurement Team Leader on 01824 706919 or e-mail lee.evans@denbighshire.gov.uk**

If you are interested in this vacancy, please apply on-line via the website www.denbighshire.gov.uk. For alternative methods of applying please contact Customer Services on 01824 706101.

Candidates must complete our application form to be considered. We regret that we are unable to reply to all applications. If you have not received a reply within three weeks of the closing date, you must assume that you have not been short listed for interview.

Closing Date: 02/10/2025
Interview Date: TBC

Denbighshire County Council is committed to Equal Opportunities and its Welsh Language Standards. We welcome applications in the Welsh Language and application forms received in the Welsh Language will not be treated less favourably than an application form submitted in English.

CYNGOR SIR DDINBYCH SWYDD-DDISGRIFIAD

Teitl y Swydd:	**Partner Busnes Caffael – Rheoli Categori**
Graddfa:	**10**
Gwasanaeth:	**Gwasanaethau Cymorth Corfforaethol – Pobl**
Maes Gwasanaeth:	**Gwasanaeth Caffael Cydweithredol**
Yn atebol i:	**Arweinydd y Tîm Caffael**
Cyfeirnod y Swydd / Dyddiad cyhoeddi:	**02964/ Gorfennaf 2016**
Categori Iaith Gymraeg:	Sgiliau yn y Gymraeg yn ddymunol - lefel 1 Lefelau o ran sgiliau Cymraeg

Pwrpas y Swydd

Bod yn bwynt cyswllt cyntaf i Benaethiaid Gwasanaethau / Prif Swyddogion a'u timau rheoli a swyddogion yn y ddau Gyngor gael cyngor, cymorth a chynlluniau ar gyfer pob gweithgarwch caffael, a magu dealltwriaeth o'r maes busnes hwnnw er mwyn adnabod dulliau effeithiol o ddatrys problemau caffael a helpu i'w rhoi ar waith.

Datblygu a chynnal gwybodaeth drylwyr am o leiaf un categori caffael (er enghraifft, adeiladu, gofal cymdeithasol, tai ac yn y blaen) ac arfer y wybodaeth honno wrth gynorthwyo â gweithgareddau caffael a gwella perfformiad, a sicrhau gwell gwerth am arian yn y categori hwnnw ar draws holl wasanaethau'r Cyngor.

Prif Gyfrifoldebau

1. Bod yn aelod gweithredol o uwch-dimau rheoli'r gwasanaethau dan sylw a gweithio yn y timau hynny i ddarparu cyngor a chymorth wrth gynllunio gweithgareddau caffael y gwasanaeth, eu datblygu a'u gweithredu, gan sicrhau y bodlonir anghenion y busnes a bod yr holl weithgarwch caffael yn gost-effeithiol ac yn cydymffurfio â'r gyfraith.

2. Darparu arweiniad ar agweddau eiddo ar gynlluniau busnes ar gyfer Penaethiaid Gwasanaethau/Prif Swyddogion a'r rheolwyr oddi tanynt drwy gynnig dulliau o ddatrys problemau a chynghori ynghylch newidiadau posib i wella perfformiad y gwasanaeth yn ei weithgareddau caffael.

3. Bod yn gyfrifol am reoli categori caffael (e.e. adeiladu), yn cynnwys cynnal dadansoddiad o wariant a dehongli data i ddynodi'r potensial ar gyfer rhesymoli gwariant/cyflenwr ac arbedion i gefnogi gwneud penderfyniadau a chael y gwerth gorau am arian o gontractau presennol ac ymarferion caffael yn y dyfodol.

4. Yn y categori a/neu faes gwasanaeth penodol, arwain wrth roi cyngor a chymorth caffael i sefydlu cytundebau fframwaith priodol neu drefniadau caffael corfforaethol eraill a fydd yn helpu'r Cyngor i sicrhau gwell gwerth am arian, a/neu bod yn brif bwynt cyswllt yn y Cyngor ar gyfer fframweithiau a sefydlwyd gan gyrff allanol (fel y Gwasanaeth Caffael Cenedlaethol) y gallai'r Cyngor eu defnyddio.

5. Darparu cefnogaeth ar gyfer ymarferion caffael penodol yn y gwasanaeth, yn cynnwys ymhlith eraill defnyddio cytundebau fframwaith a threfniadau prynu corfforaethol eraill; cyngor ar gontractau eithriedig a Dyfarniadau Uniongyrchol; rhoi cyngor ar ffurflenni comisiynu a dyfarnu cyflawn; cyngor ar ymgysylltu ymlaen llaw â'r farchnad; cyngor ar ddatblygu meini prawf gwerthuso priodol; cyngor ar baratoi manylion tendrau; cyngor ar werthuso ceisiadau a dyfarnu contractau.

6. Hyrwyddo cynnwys buddion cymunedol, gwerth cymdeithasol, lleihau carbon y gadwyn gyflenwi ac unrhyw fentrau eraill yn ôl cyfarwyddyd contractau dan arweiniad y Cyngor.

7. Sicrhau yr adroddir ar yr holl ddata rheoli perfformiad sy'n ymwneud â chaffael yn y categori a/neu faes gwasanaeth dynodedig i'r Penaethiaid Gwasanaeth/Prif Swyddogion perthnasol a'u rheolwyr.

8. Tynnu sylw meysydd gwasanaeth at achosion o fethu â chydymffurfio â chofnodi contractau'n gywir ar y system gaffael electronig a'u cynnwys ar y Gofrestr Contractau Corfforaethol, fel sy'n ofynnol dan Reolau Gweithdrefn Gontractau'r Cyngor.

9. Goruchwylio un neu ddau o aelodau o staff iau, a dyrannu a gwirio ansawdd gwaith.

10. Meithrin dealltwriaeth a sgiliau caffael swyddogion yn y gwasanaeth dan sylw, gan roi pwyslais ar Strategaeth Gaffael y Cyngor a'r Rheolau Gweithdrefnau Contractau, drwy ddarparu hyfforddiant, mentora, hwyluso a chynnal gweithdai.

11. Yn y categori a/neu faes gwasanaeth dan sylw, adolygu cydymffurfiaeth ac addasrwydd fframweithiau trydydd parti presennol y mae'r Cyngor yn eu hystyried ond heb eu defnyddio o'r blaen.

12. Rhoi mewnbwn i sicrhau bod y Gwasanaeth Caffael yn adrodd yn brydlon ynghylch unrhyw argymhellion ynglŷn â chaffael mewn adroddiadau archwilio ac yn cydymffurfio â hwy.

13. Rhoi cyngor a chefnogaeth ynghylch hyrwyddo cyfleoedd i gyflenwyr lleol mewn gwasanaethau penodol a'r Cyngor yn gyffredinol.

14. Darparu'r holl gyngor yn unol â Rheolau Gweithdrefn Gontractau'r Cyngor, Rheoliadau Contractau Cyhoeddus 2015, Deddf Caffael 2023 ac unrhyw ddeddfwriaeth a chanllawiau perthnasol eraill.

15. Rhoi gwybod am unrhyw newidiadau a darparu cymorth mwy cyffredinol wrth helpu i sicrhau bod y gwasanaeth yn cydymffurfio ag unrhyw ofynion mewn deddfwriaeth neu bolisïau sy'n berthnasol i waith caffael gan gynnwys, ymysg eraill, Rheoliadau Contractau Cyhoeddus 2015; Deddf Caffael 2023; Deddf Llesiant Cenedlaethau'r Dyfodol (Cymru) 2015; Deddf Partneriaeth Gymdeithasol a Chaffael Cyhoeddus (Cymru) 2023, a Safonau'r Gymraeg.

16. Dirprwyo ar ran y rheolwyr fel bo'r angen.

17. Ymgymryd ag unrhyw ddyletswyddau eraill o fewn cwmpas cyffredinol y swydd hon ar gais y rheolwyr.

Adnoddau / Offer / Deunyddiau

Dim angen adnoddau/offer/deunydd penodol.

Goruchwylio / Rheoli Pobl

Bydd angen i ddeiliad y swydd arwain a goruchwylio gwaith un neu fwy o swyddogion iau.

Gwybodaeth, Sgiliau, Hyfforddiant a Phrofiad

Addysg at lefel gradd neu gyfwerth.

Cymhwyster caffael cydnabyddedig (MCIPS, er enghraifft)

O leiaf pum mlynedd o brofiad ym maes caffael neu gyllid.

Gwybodaeth a dealltwriaeth o gyfraith y Deyrnas Gyfunol ym maes caffael yn y sector cyhoeddus.

Gallu cyflawni tasgau cymhleth heb fawr ddim goruchwyliaeth a bod yn graff am fanylion.

Gallu sylwi ar faterion a phroblemau posib, ac ystyried ac argymell dulliau addas i'w datrys.

Gallu gweithio ar y cyd ac mewn partneriaeth gydag ystod eang o fudd-ddeiliaid mewnol ac allanol.

Sgiliau gwych o ran cyfathrebu a dylanwadu ar bobl.

Sgiliau trefnu rhagorol a gallu delio â materion cymhleth yn bwyllog a phendant.

Gwybodaeth a phrofiad o ddefnyddio meddalwedd Office (Word, Excel, PowerPoint) a systemau meddalwedd eraill.

Amodau Gwaith Arbennig

Gweithio hybrid gyda phrif swyddfa yn Neuadd y Sir, Rhuthun ond bydd yn ofynnol o bryd i'w gilydd i ddeiliad y swydd fynd i gyfarfodydd neu weithio mewn mannau eraill yn Sir y Fflint a Sir Ddinbych, ac felly mae'n rhaid iddynt fedru teithio.

Bydd gofyn mynd i'r swyddfa 2 neu 3 waith y mis ar gyfartaledd.

Bydd angen gweithio oriau ychwanegol ar brydiau i sicrhau y cyflawnir unrhyw dasgau allweddol erbyn terfynau amser llym.

Archwiliadau Cyflogaeth / Gofynion Penodol

Mae'n ofynnol i bob aelod newydd o staff fynd drwy ein gwiriadau recriwtio mwy diogel; 2 eirda boddhaol yn cwmpasu 3 blynedd o gyflogaeth, tystiolaeth o gymwysterau hanfodol, tystiolaeth o'r Hawl i Weithio yn y DU.

Mae Cyngor Sir Ddinbych yn cydnabod ei rwymedigaethau i ddiogelu plant ac atal caethwasiaeth a masnachu mewn pobl, gan wneud popeth o fewn ei allu i atal caethwasiaeth a masnachu mewn pobl o fewn ei fusnesau. Mae sawl math o gaethwasiaeth modern, gan gynnwys masnachu mewn pobl, llafur gorfodol, caethiwed a chaethwasiaeth.

Mae diogelwch yn bwysig i bawb, ac mae gofyn i holl gyflogeion Sir Ddinbych weithio yn unol â pholisïau a gweithdrefnau Diogelu Oedolion / Plant y Cyngor, mae dyletswydd arnynt i roi gwybod am unrhyw bryderon sy'n codi yn ystod eu dyletswyddau a bod yn ymwybodol o arwyddion camfanteisio. Dylid codi unrhyw bryderon â'r Rheolwr Diogelu Penodedig er mwyn i'r Cyngor allu gweithredu pan gaiff camfanteisio ei adnabod.

Gweledigaeth / Cyd-destun

Datblygwyd y swydd hon yn y Tîm Caffael Corfforaethol er mwyn darparu pwynt cyswllt amlwg a chymorth i wasanaethau wella eu perfformiad yn eu gweithgareddau caffael.

Bydd deiliad y swydd yn rhan o dîm Caffael bychan, deinamig a chefnogol ble mae llais pawb yn cael ei glywed ac mae cyfle i siapio dyfodol caffael drwy gyflwyno syniadau newydd a dylanwadu ar newid.

Bydd disgwyl i ddeiliad y swydd gydweithio'n agos â nifer o Benaethiaid Gwasanaethau/Prif Swyddogion a'r rheolwyr oddi tanynt, gan roi cyngor a chefnogaeth wrth ddatblygu a gweithredu arferion caffael penodol y gwasanaeth(au), yn ogystal â chyngor a chymorth mwy cyffredinol er mwyn cynllunio gweithgareddau caffael yn well a sicrhau gwell gwerth am arian.

Disgwylir hefyd y bydd deiliad y swydd yn datblygu a chynnal gwybodaeth drylwyr am o leiaf un categori caffael (er enghraifft, adeiladu, gofal cymdeithasol, tai ac yn y blaen) ac arfer y wybodaeth honno wrth gynorthwyo â gweithgareddau caffael a gwella perfformiad, a sicrhau gwell gwerth am arian yn y categori hwnnw ar draws holl wasanaethau'r Cyngor.

CYNGOR SIR DDINBYCH MANYLION AM YR UNIGOLYN

Mae'r Manylion yn nodi'r sgiliau, yr wybodaeth a'r profiad a ystyrir yn hanfodol er mwyn ymgymryd â dyletswyddau'r swydd yn effeithiol. Caiff ei defnyddio wrth lunio rhestr fer ac ar gyfer y broses o gyfweld am y swydd hon. Dylech ddangos ar eich ffurflen gais sut rydych yn bodloni'r meini prawf hyn. Byddwch ddim ond yn cael eich cynnwys ar y rhestr fer os ydych yn bodloni pob un o'r meini prawf hanfodol (â'r meini prawf dymunol lle bo'n berthnasol).

Teitl y Swydd:	**Partner Busnes Caffael – Rheoli yn ôl Categori**
Gwasanaeth:	**Gwasanaethau Cymorth Corfforaethol: Pobl**
Graddfa:	**10**

MEINI PRAWF	**HANFODOL**	**DYMUNOL**	**DULL ASESU** Ffurflen Gais / Cyfweliad / Cyflwyniad / Geirda ac ati
1. ADDYSG A CHYMWYSTERAU	Addysg hyd lefel gradd neu gyfwerth. Cymhwyster caffael cydnabyddedig (CIPS, er enghraifft) neu ymrwymo i ennill y fath gymhwyster.	MCIPS	Ffurflen Gais
2. PROFIAD PERTHNASOL	O leiaf 5 mlynedd o brofiad mewn swydd caffael ac o arwain ymarferion caffael cymhleth â gwerth uwch na'r trothwy. Profiad o roi cyngor caffael yn seiliedig ar Reoliadau Contractau Cyhoeddus 2015 a Deddf Caffael 2023.	Profiad o arwain ar ddatblygiad a gweithrediad Cytundeb Fframwaith. Profiad o gynhyrchu meini prawf arfarnu priodol i asesu cyflwyniadau cyflenwyr.	Ffurflen Gais / Cyfweliad
3. GWYBODAETH A SGILIAU CYSYLLTIEDIG Â'R SWYDD	Gwybodaeth ac ymwybyddiaeth o ddeddfwriaeth a gweithdrefnau caffael y sector cyhoeddus. Gwybodaeth a phrofiad o ddefnyddio systemau meddalwedd Office. Gallu dehongli data er mwyn canfod problemau, dod i	Gwybodaeth a phrofiad o reoli categori. Gwybodaeth a phrofiad o ddefnyddio systemau meddalwedd caffael (Proactis neu Bravo, er enghraifft). Gwybodaeth a phrofiad o ddatblygu a	Ffurflen Gais / Cyfweliad

	gasgliadau a gwneud argymhellion priodol. Gallu ysgrifennu adroddiadau clir a chryno. Gallu gweithio ar y cyd â budd-ddeiliaid mewnol ac allanol.	darparu buddion cymunedol. Gwybodaeth a phrofiad o weithio gyda chyflenwyr lleol i wella eu gallu i gyflwyno cynigion llwyddiannus.	
4. NODWEDDION PERSONOL	Sgiliau gwych o ran cyfathrebu a dylanwadu ar bobl. Gallu cyflawni tasgau cymhleth heb fawr ddim goruchwyliaeth a bod yn graff am fanylion. Sgiliau trefnu rhagorol a gallu delio â materion cymhleth yn bwyllog a phendant. Gallu sylwi ar faterion a phroblemau posib, ac ystyried ac argymell dulliau addas i'w datrys. Bod â'r gallu a chymhelliant i weithio'n hyblyg er mwyn sicrhau y cyflawnir tasgau gofynnol yn unol â'r terfynau amser a gytunwyd.	Gallu cyflwyno gwybodaeth ddata ar ffurf weledol (cyflwyniadau PowerPoint, er enghraifft). Hyder i wneud cyflwyniadau a rhoi cyfarwyddyd i gydweithwyr ar bob lefel.	Ffurflen Gais / Cyfweliad
5. GOFYNION ERAILL	Empathi at y Gymraeg a diwylliant Cymru Gallu teithio i wahanol leoliadau'r Cyngor.	Rhugl yn y Gymraeg	Ffurflen Gais / Cyfweliad

DENBIGHSHIRE COUNTY COUNCIL JOB DESCRIPTION

Job Title:	**Procurement Business Partner – Category Management**
Grade:	**10**
Service:	**Corporate Support Services – People**
Service Area:	**Collaborative Procurement Service**
Responsible to:	**Procurement Team Leader**
Job ID Number / Date Issued:	**02964/ November 2016**
Welsh Language Category:	Welsh language skills are desirable – level 1 Welsh Language Levels

Job Purpose

To be the first point of contact for Heads of Service/Chief Officers and their respective management teams and officers across both Councils in relation to advice, support and planning for all procurement related activity, and to develop an understanding of that business area, in order to identify and help implement effective and efficient procurement solutions.

To develop and maintain a detailed knowledge of at least one procurement category (e.g., construction, social care, etc.) and use this knowledge to improve the performance and achieve better value for money in this category across all Council services.

Principal Accountabilities and Responsibilities

1. To be an active member of the senior management teams for the designated services and act within that team to provide advice and support on the planning, development, and implementation of the service's procurement related activity, ensuring business needs are met and that the procurement activity is legally compliant and cost effective.

2. To provide leadership on the procurement aspects of business plans to the Head of Service/Chief Officer and their respective managers by providing solutions and advising on the business changes that may be required to improve service performance in relation to procurement activity.

3. To be responsible for the category management of a procurement category (e.g. construction), to include undertaking spend analysis and interpreting data to identify potential for spend/supplier rationalisation and savings to support decision making, and optimise value for money from existing contracts and future procurement exercises.

4. Within the designated category and/or service area, to lead on providing procurement advice and support in establishing appropriate framework agreements or other corporate purchasing arrangements that will help the Council achieve better value for money, and/or to be the main point of contact for the Council in relation to frameworks being established by third parties (such as the National Procurement Service) which the Council may use.

5. To provide support in relation to specific procurement exercises within the service including, but not limited to: use of framework agreements and other corporate purchasing arrangements; advice on exempt contracts and Direct Awards; provide advice on completed commissioning and award forms; advise on pre-market engagement; advise on development of appropriate evaluation criteria; advise on preparing tender specifications; advise on bid evaluation and contract award.

6. Actively Promote the inclusion of, community benefits, social value, supply chain carbon reduction and any other initiatives as directed within contracts let by the Council.

7. To ensure that all procurement related performance management data within the designated category and/or service area is reported to relevant Heads of Service/Chief Officers and their respective managers.

8. To highlight any non-compliance to service areas in respect of contracts not being correctly recorded on the electronic procurement system and included in the Corporate Contracts Register, as is required under the Councils Contract Procedure Rules.

9. To undertake supervision of between one or two members of junior staff, and the allocation and quality checking of work.

10. To develop understanding and capability of procurement of the officers within the designated service, with particular reference to the Council's Procurement Strategy and Contract Procedure Rules, through the delivery of training, coaching, facilitation and workshops.

11. Within the designated category and/or service area, to review compliance and suitability of existing third-party frameworks being considered for use but not previously used by the Council.

12. To input into ensuring that the Procurement Service reports promptly on, and complies with, any recommendations contained within audit reports that relate to procurement.

13. To advise on and support the promotion of opportunities for local suppliers in the designated services and across the Council more generally.

14. To provide all advice in line with the Council's Contract Procedure Rules, Public Contract Regulations 2015, Procurement Act 2023 and any other relevant legislation and guidance.

15. To inform of any changes and more generally help ensure that the service complies with any legislative or policy requirements in relation to procurement activity including, but not limited to: the Public Contract Regulations 2015; Procurement Act 2023; the Wellbeing of Future Generations (Wales) Act 2015; Social Partnership and Public Procurement (Wales) Act 2023, and the Welsh Language Standards.

16. To deputise for management as required.

17. To undertake any other duties within the general scope of this post as requested by management.

Resources/Equipment/Material

No specific resource/equipment/material requirements

Supervision/Management of People

The post will be required to direct and supervise the work of one or more junior officers.

Knowledge, Skills, Training and Experience

Educated to degree level or equivalent.

A recognised procurement professional qualification (e.g. MCIPS)

A minimum of five years' experience in the procurement or finance field.

Knowledge and understanding of UK law in relation to public sector procurement.

Ability to complete complex tasks with minimal supervision and excellent attention to detail.

Ability to identify potential issues and problems, and consider and recommend appropriate solutions.

Ability to work in collaboration and partnership with a wide range of both internal and external stakeholders.

Excellent communication and influencing skills.

Excellent organisational skills and the ability to deal with complex issues in a calm and assured manner.

Knowledge and experience of using Office Software Systems (Word, Excel, Powerpoint) and of other proprietary software systems

Special Working Conditions

Hybrid working, with main office base being County Hall, Ruthin but the post holder will on occasions be required to attend meetings or work from different locations in both Flintshire and Denbighshire Councils, and thus must have the ability to travel.

Attendance at the Office will be approx. 2 or 3 times per month on average.

Extended hours may be required on occasion to ensure that any key procurement exercises and related tasks are completed by critical deadlines.

Employment Checks/ Specific Requirements

All new starters are required to undergo our standard safer recruitment checks; 2 satisfactory references covering 3 years employment, evidence of essential qualifications, evidence of Right to Work in the UK.

Denbighshire County Council recognises its obligations to safeguard children and adults together with preventing slavery and human trafficking and will do all in its power to prevent slavery and human trafficking within its business. Modern slavery can take many forms including the trafficking of people, forced labour, servitude and slavery.

Safeguarding is everyone's business and all Denbighshire employees are required to work in accordance with the Council's Child / Adult Safeguarding policies and procedures and have a duty to report any concerns which may be noted during the course of their duties and are asked to be alert to the signs of exploitation. Concerns should be raised via their Designated Safeguarding Manager in order that the Council can take prompt action when exploitation is identified.

Vision/Context

As part of the Corporate Procurement Team this role has been developed to provide a clear point of contact and resource for service areas to help them improve their performance in relation to procurement activity.

The post holder will be part of small, dynamic and supportive Procurement Team where everyone's voice is heard and there is opportunity to shape the future of procurement by bringing fresh ideas and influencing change.

The post holder will be expected to work closely with a number of Heads of Service/Chief Officers along with their respective managers, providing advice and support in relation to the development and implementation of specific procurement activity by the service(s), but also providing wider guidance and support to improve procurement planning and to achieve better value for money.

It is also expected that the post-holder will develop and maintain a detailed knowledge of at least one procurement category (e.g. construction, social care, etc.) and use this knowledge to improve the performance and achieve better value for money in this category across all Council services.

DENBIGHSHIRE COUNTY COUNCIL PERSON SPECIFICATION

The Person Specification sets out the skills, knowledge and experience that are considered to be necessary to carry out the duties of the post effectively. It will be used in the short-listing and interview process for this post. You should demonstrate on your application form how you meet these criteria as you will only be shortlisted if you meet all of the essential criteria (and desirable criteria where applicable).

Post Title:	**Procurement Business Partner – Category Management**
Service	**Corporate Support Services: People**
Grade:	**10**

CRITERIA	**ESSENTIAL**	**DESIRABLE**	**METHOD OF ASSESSMENT** Application Form / Interview / Presentation / References etc
1. EDUCATION & QUALIFICATIONS	Degree level or equivalent A recognised procurement qualification (e.g., CIPS), or commitment to working towards such qualification.	MCIPS	Application Form
2. RELEVANT EXPERIENCE	At least 5 years' experience in a procurement role and of leading on above threshold high value complex procurement exercises. Experience of providing procurement advice based on Public Contract Regulations 2015 and Procurement Act 2023.	Experience of leading on the development and implementation of a Framework Agreement. Experience of producing appropriate evaluation criteria to assess supplier submissions.	Application/ Interview
3. JOB RELATED KNOWLEDGE & SKILLS	Knowledge and awareness of public sector procurement legislation and procedures. Knowledge and experience of using Office Software Systems	Knowledge and experience of category management. Knowledge and experience of using proprietary procurement software	Application/ Interview

	Ability to interpret data in order to identify issues, draw conclusions and make appropriate recommendations. Ability to write clear and concise reports. Ability to work collaboratively with internal and external stakeholders.	systems (e.g. Proactis, Bravo) Knowledge and experience of the development and delivery of community benefits. Knowledge and experience of working with local suppliers to improve their bidding capability.	
4. PERSONAL QUALITIES	Excellent communication and influencing skills. Ability to complete complex tasks with minimal supervision and excellent attention to detail. Excellent organisational skills and the ability to deal with complex issues in a calm and assured manner. Ability to identify potential issues and problems and consider and recommend appropriate solutions. Ability and motivation to work flexibly to ensure required tasks are completed to agreed deadlines.	Ability to present data information in a visual format (e.g., for PowerPoint presentations). Confidence to make presentations and provide guidance to colleagues at all levels.	Application/ Interview
5. OTHER REQUIREMENTS	Empathy with the Welsh Language and Culture. Ability to travel to different council locations.	Fluent in Welsh language	Application/ Interview