

Commercial and Procurement

Senior Commercial and Procurement Business Partner Job Description and Person Specification

July 2026

Job Description

Job Title:	Senior Commercial and Procurement Business Partner
Department:	Resources
Function:	Commercial and Procurement
Team:	Commercial and Procurement Business Partnering
Post number:	To be confirmed
Grade:	LBR19
Hours/weeks: <i>E.g. 36 hours/52.14 weeks</i>	36 hours / 52.14 weeks
Base location:	Lynton House / hybrid working in line with Council policy
Reports to: <i>Job title</i>	Director of Commercial and Procurement
Responsible for: <i>Job titles of direct reports</i>	Commercial and Procurement Business Partner/s

Role purpose and role dimensions: <i>Overview of the job</i>	Reporting to the Commercial & Procurement Director, the postholder operates with significant autonomy in championing, developing and delivering key elements of the Council's Commercial and Procurement Strategy. They will be accountable for the delivery, visibility and ongoing management of the Council's 5-Year Procurement Pipeline, exercising independent professional judgement to prioritise activity, resolve issues and escalate only where matters exceed delegated authority or present material corporate risk. The role operates as a senior strategic deputy within the function, setting direction for commercial business partnering, shaping corporate commercial priorities and providing assurance on significant third-party spend, risk and delivery. The role provides senior commercial and procurement business partnering across the organisation, working alongside directorates, commissioners and services at an early stage to understand priorities, shape requirements, identify opportunities and risks, and ensure procurement and commercial activity supports corporate priorities, service outcomes and value for money. Commissioners remain responsible for service commissioning decisions, service design and statutory service outcomes; this role provides the commercial expertise, challenge and assurance needed to ensure those decisions are translated into compliant, affordable and deliverable procurement, contract and commercial arrangements. The postholder provides high-quality strategic advice, constructive challenge and practical direction on procurement, category management, contract management, supplier engagement, market insight, governance and compliance. The role enables services to make informed commercial decisions, develop proportionate routes to market, strengthen contract and supplier performance, and maximise social value and sustainable outcomes for residents and communities. The role operates early in the planning cycle, before procurement activity begins, independently testing affordability, market readiness, commercial risk, supplier options, governance requirements and opportunities to improve value for money. As a senior procurement professional, the postholder will influence commercial decision-making, drive continuous improvement and embed best practice across the Council's procurement and commercial activity. The role requires strong leadership, excellent commercial acumen and a values-driven approach, combined with the ability to build trusted, collaborative relationships with a diverse range of internal and external stakeholders. The postholder will provide senior professional judgement on complex, high-value or politically sensitive commercial matters, balancing compliance, affordability, market conditions, risk, service continuity and corporate priorities. The postholder line manages Commercial and Procurement Business Partner/s and is accountable for establishing a consistent, collaborative and customer-focused business partnering model across the Council. The role is primarily strategic and advisory in nature, but may from time to time include hands-on procurement exercises and contract management activity where this is required and proportionate. They set expectations for professional standards, prioritisation, escalation and quality of advice across the business partnering model.
Key external contacts: <i>Organisations</i>	Suppliers and provider markets; public sector partners and collaborative procurement networks; relevant professional bodies and framework providers.
Key internal contacts: <i>Job titles or groups of staff</i>	Service Directors, Heads of Service, budget holders, Procurement Team, Finance Business Partners, HR Business Partners, Digital and Technology, Legal, Governance, Commissioners, Programme and Project leads.
Financial dimensions: <i>Budgetary responsibility & amount. Equipment, cash, property etc. for which employee is responsible.</i>	No direct budgetary responsibility. The role has significant strategic influence over all Council third-party spend through its advice, challenge and assurance on procurement, contract management, supplier performance, commercial risk and value-for-money decisions. The postholder influences how services plan, procure, manage and review external spend, including high-value, high-risk and business-critical contracts, and provides senior commercial oversight on matters with material financial, legal, operational, reputational and compliance implications.

Key areas for decision making:	The postholder has autonomy to prioritise business partnering activity, determine the level of commercial input required, advise on procurement and commercial risk, recommend options and governance routes (in line with corporate processes), set assurance requirements, escalate non-compliance or material risk, and make line management decisions for direct report/s. The postholder exercises significant independent professional judgement in determining the level of challenge, assurance and escalation required for procurement, contract management and supplier decisions affecting third-party spend, service delivery risk, compliance and value for money.
Other considerations: <i>E.g. working patterns</i>	Hybrid working in line with Council policy. Attendance at offices, service locations, supplier/partner meetings and governance meetings may be required. Some meetings may take place outside normal office hours.

Key accountabilities and result areas:	Key elements
Strategic business partnering	This will involve: - Act as a senior business partner to directorates and services, building trusted relationships with Directors, Heads of Service, commissioners, budget holders and enabling functions. Use those relationships to influence planning, challenge risk and shape commercial decisions before commitments are made. - Engage services early to understand priorities, demand, commissioning intentions, budget pressures, service risks and upcoming procurement or contract activity. - Use commercial insight, market intelligence, contract data and pipeline information to help services plan ahead and make informed decisions. Identify opportunities to aggregate demand, improve market engagement, manage supplier risk, reduce avoidable cost and strengthen value from third-party spend. - Provide constructive challenge to ensure requirements are clear, proportionate, affordable, compliant and aligned to Council priorities before procurement activity begins. - Translate service needs into clear commercial and procurement advice, identifying options, routes to market, governance requirements, risk mitigations and opportunities for value creation. - Lead and maintain directorate input into the 5-Year Procurement Pipeline, independently resolving data, prioritisation and planning issues with services and escalating only where material delivery, compliance or financial risks require senior intervention. - Work collaboratively with Finance, Legal, Governance, HR, Digital and other enabling functions to provide joined-up advice and support effective decision-making. Provide a commercial lens into corporate conversations where procurement, contract management, supplier performance or external spend may affect financial sustainability, delivery risk or organisational outcomes. - Identify systemic themes, recurring risks and capability gaps across services, using these to direct guidance, training, improvement activity and escalation where required.

Strategic commercial and procurement advice	This will involve: ▪ Operate as a senior strategic procurement and commercial adviser, influencing Directors, Heads of Service and senior managers on decisions affecting third-party spend, commercial risk, compliance and value for money. ▪ Shape procurement, contract management, market engagement, supplier strategy and commercial risk approaches so that services have robust, compliant and deliverable options before decisions are made. ▪ Lead agreed elements of the Commercial and Procurement Strategy and 5-Year Procurement Pipeline, translating corporate priorities into directorate-level commercial plans, improvement activity and measurable delivery. ▪ Determine the level of commercial input, assurance, governance and escalation required for procurement, contract management and supplier decisions, exercising delegated professional judgement on high-value, high-risk and business-critical activity. ▪ Provide senior professional challenge and assurance on compliance with procurement legislation, transparency obligations, governance requirements and Council policies, escalating material risk or non-compliance where necessary. ▪ Interpret public sector procurement regulations, Council governance and commercial policy for senior stakeholders, translating complex requirements into clear, risk-based advice that supports lawful, timely and proportionate decision-making. ▪ Challenge services constructively where requirements, affordability, timelines, risks or governance routes are unclear, ensuring issues are resolved before commitments are made. ▪ Lead the development of commercial thinking across the Council, helping services identify, evaluate and implement commercial opportunities that generate income, reduce cost, improve outcomes or increase value from Council assets and contracts. ▪ Oversee or undertake hands-on procurement or contract management activity by exception where this is required and proportionate, determining the appropriate level of direct involvement based on risk, value, complexity and service capability.
Commercial Delivery and Value Creation	This will involve: ▪ Shape and lead category management, sourcing and route-to-market strategies that maximise value for money, improve market leverage and support corporate objectives. ▪ Drive commercial improvement opportunities, efficiencies and sustainable savings by using visibility of third-party spend, contracts, markets, supplier performance and forward pipeline activity. ▪ Shape the direction for commercial capability, self-service arrangements, guidance, toolkits and business partnering standards, ensuring services understand when they can act independently and when specialist commercial input or escalation is required. ▪ Work alongside commissioners and service leads to commercially test commissioning intentions and translate agreed service requirements into procurement, contract management and supplier engagement plans. ▪ Embed social value, sustainability and responsible procurement expectations into commercial planning, procurement activity and contract delivery, aligned to Council outcomes. ▪ Set expectations, standards and assurance arrangements for contract management practice, improving self-service capability while ensuring high-risk and high-value contracts receive proportionate oversight. ▪ Lead initiatives to improve contract management maturity, supplier performance and contract assurance arrangements across the Council.

Transformation and Corporate Improvement	This will involve: ▪ Influence major transformation, service redesign and organisational change initiatives by providing strategic commercial expertise, procurement leadership and assurance on deliverability, market readiness and commercial risk. ▪ Lead and shape corporate improvement activity that strengthens commercial capability, procurement compliance, contract management maturity and value for money across the organisation. ▪ Use commercial intelligence, market analysis, procurement data and spend insight to shape strategic decision-making, future planning, savings opportunities and corporate assurance reporting.
Improvement and change	This will involve: ▪ Identify recurring issues, training needs and opportunities to improve commercial practice across services. ▪ Lead agreed improvement activity arising from the Commercial and Procurement Strategy, ensuring directorates understand the required changes and are supported to embed stronger commercial practice. ▪ Lead and coordinate the development of commercial guidance, toolkits, training and improvement initiatives that increase organisational commercial capability and self-sufficiency.
Leadership, Line management and team development	This will involve: ▪ Lead the development of procurement and commercial capability across the Council through coaching, training, professional challenge and targeted support for senior managers, commissioners and contract owners. ▪ Deputise for the Commercial & Procurement Director as required, representing the function with authority at senior leadership, committee and partnership forums and making recommendations within the role's delegated remit. ▪ Line manage Commercial and Procurement Business Partner/s, setting direction, priorities, standards of advice and expectations for professional judgement, escalation and delivery. ▪ Model the Council's values and promote collaboration, accountability and professional judgement.
General accountabilities and responsibilities	
Green Statement	This will involve: ▪ Seeking opportunities for contributing to sustainable development of the borough, in accordance with the Council's commitment to making Redbridge a cleaner, greener place to live. In particular, demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in your job.
Data Protection/Confidentiality	This will involve: ▪ Complying with the Data Protection Act 1998 – treating all information acquired through your employment, both formally and informally, in strict confidence and in accordance with Caldicott principles. ▪ Complying with the Code of Conduct, other practice guidelines and the rules and protocols defining employees' access to and use of the Council's databases and systems. Any breaches could result in disciplinary measures. ▪ Maintaining client records and archive systems in accordance with departmental procedure, policy and statutory requirements.

Conduct and Whistleblowing	This will involve: Complying with the requirements of the Code of Conduct and maintaining high standards of personal conduct, honesty and integrity. You have a duty to raise any impropriety or breach of procedure to the appropriate level of management. Employees making such disclosures (whistleblowing) are protected and may make them without fear of recrimination.
Safer Working	This will involve: Commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults. Where you work in such a post the Council will require a DBS Disclosure check and references will be taken up prior to interview.
Equalities	This will involve: Complying with the Council's strong commitment to achieving equality of opportunity and outcomes in its services to the community and in the employment of people. You are expected to understand, comply with and promote Council policies in your work, to undertake any appropriate training and to challenge any prejudice and discrimination.
Customer Care	This will involve: Complying with corporate and service area customer service standards and promoting the development of high quality, individualised and customer-led services.
Health and Safety	This will involve: Being responsible for your own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.
To contribute as an effective and collaborative member of the team	This will involve: - Taking responsibility for continuing self-development and participating in training and development activities. - Participating in the ongoing development, implementation and monitoring of the service plans. - Supporting and contributing to value for money, service efficiencies and improvements.
Flexibility	This will involve: The above-mentioned duties are neither exclusive nor exhaustive. From time to time you may be required to undertake responsibilities outside the normal remit of your Job Description as required by the line manager, and are broadly within your the grading level and competence.

Person Specification

Job Title:	
<i>Method of candidate assessment: A = Application form I = Interview T = Test. Weighting: 3 = most important, 2 = least important</i>	
A - I - T	Weighting

Minimum education/ qualifications:	▪ Educated to degree level or equivalent professional experience. ▪ Evidence of continuing professional development. ▪ CIPS qualification, working towards CIPS, or equivalent professional experience in procurement, commercial or contract management. ▪	A/I	3
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Minimum experience/ knowledge/ skills:	▪ Significant experience operating at a senior level in procurement, commercial, commissioning support or contract management within a complex organisation, with evidence of influencing decisions involving material expenditure, risk or service impact. ▪ Good working knowledge of public sector procurement regulations, governance, transparency and assurance requirements, including the Procurement Act 2023 and relevant local policy. ▪ Experience of working alongside commissioners and senior service leaders to commercially test service requirements, assess affordability and risk, shape procurement and contract management options, and provide assurance before formal procurement activity begins. ▪ Ability to act as a senior strategic interface between services, commissioners, enabling functions and specialist procurement colleagues, translating organisational priorities into clear commercial, procurement, supplier and contract management approaches. ▪ Experience of using data, spend analysis, market intelligence, pipeline information and professional judgement to identify strategic issues, commercial opportunities, risk, savings potential and improvement actions across third-party spend. ▪ Strong written and verbal communication skills, including the ability to explain complex procurement and commercial matters in plain English. ▪ Ability to manage competing priorities, customer expectations and deadlines autonomously in a changing environment, using professional judgement to determine what requires direct action, delegation, escalation or senior decision. ▪ Problem-solving skills, with the ability to develop practical options and support services to reach proportionate, compliant and deliverable solutions. ▪ Experience of leading, coaching or line managing staff, including setting direction, supporting development and managing performance. ▪ Experience of influencing Directors, Heads of Service and senior stakeholders, providing constructive professional challenge and contributing to corporate or service-wide commercial improvement activity. ▪ Experience of developing or leading commercial strategies, category approaches, sourcing options, supplier strategies, contract management improvement or governance arrangements that improve value for money, compliance and organisational maturity. ▪ Ability to operate with political awareness, organisational sensitivity and professional independence, providing robust advice and escalation where commercial decisions carry significant financial, legal, reputational, operational or compliance risk. ▪ Experience of leading improvement across a business partnering or professional advisory model, including prioritising demand, setting service standards, improving consistency and strengthening organisational compliance and assurance.	A/I/T	3
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Minimum behaviours: Customer service	Builds trusted relationships with services and provides timely, clear and pragmatic advice that supports organisational priorities.	A/I/T	2
Communicating and influencing others	Communicates clearly and confidently with a range of audiences; influences constructively and uses plain English to explain technical matters.	A/I/T	3
Working together	Works collaboratively with services, procurement colleagues, finance, legal and other enabling functions to achieve joined-up outcomes.	A/I/T	3
Analysis and judgement	Uses evidence, insight and independent professional judgement to assess risk, options and implications, making proportionate decisions within the role's remit and escalating where material corporate risk or delegated authority requires it.	A/I/T	2
Driving improvement	Identifies opportunities to improve commercial practice, governance, compliance, value for money and customer experience.	A/I/T	3
Adaptability	Responds positively to changing priorities and remains credible, calm and solutions-focused.	A/I/T	2
Leadership and managing people (for those with line management responsibility)	Provides clear direction, supports development, manages performance and creates a positive, collaborative team culture.	A/I	2
Strategic perspective (for senior management posts)	Understands wider corporate priorities, political awareness, financial context and the implications of decisions across the Council.	A/I/T	2
Special conditions:	- The post may require attendance at meetings outside normal office hours and travel to Council or partner locations as required. This is primarily a business partnering role, but may from time to time include hands-on procurement exercises and contract management activity where this is required, proportionate and agreed. Category management will feature in the role. This is a Politically Restricted Post.	A/I	2

towards women.