

Commercial and Procurement

Commercial and Procurement Business Partner

Job Description and Person Specification

July 2026

Job Description

Job Title:	Commercial and Procurement Business Partner
Department:	Resources
Function:	Commercial and Procurement
Team:	Commercial and Procurement Business Partnering
Post number:	To be confirmed
Grade:	New post – grade to be confirmed
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>	Senior Commercial and Procurement Business Partner
Responsible for: <i>Job titles of direct reports</i>	No current direct reports. This role will have some supervisory responsibility for supervision and development of either the Spend Control Administrator and or graduate colleagues.
Role purpose and role dimensions: <i>Overview of the job</i>	Under the direction of the Senior Commercial and Procurement Business Partner, the postholder operates as a strategic commercial and procurement adviser to services, supporting the delivery of key elements of the Council's Commercial and Procurement Strategy. The role contributes to the visibility, quality and ongoing management of the Council's 5-Year Procurement Pipeline, using professional judgement to identify priorities, risks, dependencies and opportunities for earlier commercial intervention. The role provides commercial and procurement business partnering across the organisation, working alongside directorates, commissioners and services at an early stage to understand priorities, test requirements, identify commercial opportunities and risks, and ensure procurement and contract activity supports corporate priorities, service outcomes, affordability and value for money. The postholder provides commercially focused advice, constructive challenge and practical support on procurement planning, category management, contract management, supplier engagement, market insight, governance and compliance. The role helps services make informed decisions before commitments are made, develop proportionate routes to market, strengthen contract and supplier performance, and secure social value and sustainable outcomes for residents and communities. As a procurement and commercial practitioner, the postholder supports effective commercial decision-making, contributes to continuous improvement and helps embed consistent procurement and commercial practice across the Council. The role requires sound commercial judgement, practical procurement knowledge, political awareness and the ability to build credible relationships with internal and external stakeholders. The postholder has no line management responsibility and is not expected to operate as the senior deputy for the function. The role is, however, expected to operate with a high degree of professional credibility and autonomy within agreed parameters, supporting procurement exercises, contract management activity, pipeline updates, data analysis, service engagement and commercial improvement work. From time to time, the postholder may be required to deliver tenders and contract management activity where this is proportionate and agreed.

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 influence over Council expenditure through commercial advice, challenge and assurance on procurement, contract and supplier decisions. The postholder advises on activity that may involve high-value, high-risk or business-critical contracts and may have material financial, legal, operational, reputational, value-for-money and compliance implications.
Key areas for decision making:	Prioritisation of own business partnering activity within agreed service priorities; assessment of procurement and commercial risk; recommendations on options, routes to market, governance and assurance requirements; identification and escalation of non-compliance, delivery risk or material financial exposure; and day-to-day professional decisions on procurement, contract management, supplier engagement and pipeline activity within agreed scope.
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 commercial and procurement business partner to directorates and services, building credible working relationships with Directors, Heads of Service, commissioners, budget holders and enabling functions to influence planning 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, identify opportunities to aggregate demand, manage supplier risk and improve 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. - Support directorates to maintain an accurate forward view of procurement and contract activity, contributing to the quality, prioritisation and management of the 5-Year Procurement Pipeline. - Work collaboratively with Finance, Legal, Governance, HR, Digital and other enabling functions to provide joined-up advice and support effective decision-making. - Identify themes, recurring issues and capability gaps across services, using these to shape guidance, training, improvement activity and escalation where required.

Strategic commercial and procurement advice	This will involve: ▪ Provide commercial and procurement advice and practical support to services, escalating complex, sensitive or high-risk matters to the Senior Commercial and Procurement Business Partner where required. ▪ Provide advice on procurement, contract management, market conditions, supplier strategies and commercial risk to support informed decision-making. ▪ Support delivery of the Council's Procurement Strategy and 5-Year Procurement Pipeline through business partnering, data analysis, service engagement and practical procurement support. ▪ Assess commercial options, procurement routes, governance requirements and compliance implications, providing proportionate recommendations within agreed parameters. ▪ Provide challenge, assurance and guidance to support compliance with procurement legislation, transparency obligations, governance requirements and Council policies. ▪ Interpret public sector procurement regulations and Council requirements in plain English for service colleagues and senior stakeholders. ▪ Challenge services constructively where requirements, affordability, timelines, risks or governance routes are unclear, supporting resolution before commitments are made. ▪ Support the development of commercial thinking across the Council, helping services identify and progress opportunities that generate income, reduce cost, improve outcomes or increase value from Council assets and contracts. ▪ Undertake hands-on procurement, sourcing, contract management and supplier engagement activity where required, within agreed governance and assurance arrangements.
Commercial Delivery and Value Creation	This will involve: ▪ Develop category management, sourcing and route-to-market approaches that maximise value for money and contribute to corporate objectives. ▪ Identify and support delivery of commercial improvement opportunities, efficiencies and sustainable savings using spend, contract, pipeline and market insight. ▪ Contribute to the development and use of commercial capability, toolkits, guidance and self-service resources that improve organisational commercial maturity. ▪ Work alongside commissioners and service leads to commercially test service requirements and translate agreed needs into procurement, contract management and supplier engagement activity. ▪ Promote social value, sustainability and responsible procurement through commercial planning, procurement activity and contract delivery. ▪ Provide advice and guidance on contract management practice, supporting services to strengthen self-service capability and understand when specialist input is required. ▪ Support initiatives to improve contract management maturity, supplier performance and contract assurance arrangements across the Council.
Transformation and Corporate Improvement	This will involve: ▪ Support major transformation, service redesign and organisational change initiatives by providing commercial expertise, procurement advice and assurance on deliverability, market readiness and commercial risk. ▪ Contribute to corporate improvement programmes that strengthen 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 inform strategic decision-making, future planning and improvement activity.

Improvement and change	This will involve: ▪ Identify recurring issues, training needs and opportunities to improve commercial practice across services. ▪ Support delivery of the Commercial and Procurement Strategy and related improvement activity. ▪ Contribute to the development of commercial guidance, toolkits, training and improvement initiatives that increase organisational commercial capability and self-sufficiency.
Team contribution and professional development	This will involve: ▪ Build procurement capability across the Council through coaching, training and professional support. ▪ Support the Senior Commercial and Procurement Business Partner and Commercial and Procurement Director by preparing information, advice, briefings and updates for governance, service and stakeholder meetings. ▪ Work collaboratively with colleagues across the Commercial and Procurement function, sharing knowledge, supporting team priorities and contributing to a consistent business partnering approach. ▪ 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

Minimum experience/ knowledge/ skills:	▪ Experience of working in procurement, commercial, commissioning support or contract management functions within a complex organisation, with evidence of advising on activity 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 supporting services to define needs, commercially test options, assess affordability and risk, and make informed decisions before formal procurement activity begins. ▪ Ability to act as a credible interface between services, commissioners, enabling functions and procurement colleagues, translating organisational priorities and service requirements into clear commercial and procurement advice. ▪ Experience of using data, spend analysis, market intelligence, pipeline information and professional judgement to identify issues, opportunities, risk, savings potential and improvement actions. ▪ 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 in a changing environment, using professional judgement to determine what requires action, 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 supporting colleagues, sharing knowledge and contributing to team priorities. Line management experience is not required. ▪ Experience of influencing senior stakeholders and contributing to service-wide or corporate improvement activity affecting commercial practice, compliance, value for money or organisational maturity.	A/I/T	3
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 professional judgement to assess risk, options and implications, knowing when to escalate.	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

Team working and professional contribution	Contributes positively to the team, shares knowledge, supports colleagues and takes responsibility for own professional development.	A/I	2
Strategic perspective (<i>for senior management posts</i>)	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.	A/I	2