



Uchelgais Gogledd Cymru
Ambition North Wales

Job Pack for the Procurement and Operations Officer

ambitionnorth.wales

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For further information about this role,
please contact:



Sara Jones
Procurement and Social Value Manager
jobs@ambitionnorth.wales

An exciting time to join the team

We're delighted that you're considering joining the Ambition North Wales team. We are a team of passionate and enthusiastic individuals who are proud to be involved in developing the North Wales economy. We are responsible for delivering a portfolio of capital projects across the region, and we've made significant progress to date. The first project was signed off in December 2021 and we are seeing many projects progress. We are currently in an assessment period to bring new projects into the Growth Deal, there has never been a more exciting time to join the team.

Ambition North Wales is a strong partnership, working on behalf of North Wales to deliver against a future vision for economic prosperity. The Portfolio Management Office has been established to deliver the Growth Deal, and support the regional ambitions for a stronger, more resilient and sustainable future economy.

Our ambition moving forward is to attract investment into North Wales and achieve a more prosperous future for everyone that lives and works here. The Growth Deal projects will create new highly-paid jobs, attract investment and ultimately build a more vibrant, sustainable and resilient economy in our communities, for young people and for future generations to come.

We work closely as a team and we have developed a set of values that underpin how we work and what we expect from others. We are ambitious, we empower and support each other to succeed, we have integrity and do as we say we will and we respect and value people and their perspectives as we shape a great future for North Wales. We do hope you will consider applying for this position and hopefully join us on this journey.



Cllr. Dyfrig Siencyn
Chair of the Economic
Ambition Board



Alwen Williams
Portfolio Director
Ambition North Wales

About the role

Procurement and Operations Officer

The Procurement and Operations Officer sits within the Portfolio Management Office's Operational Team and plays a pivotal role in maximising the impact of the Growth Deal and the benefits to communities across the region. Working collaboratively with the team and external partners to ensure an effective and appropriate approach to procurement across the portfolio, as well as supporting with key operational arrangements and meetings.

The primary responsibility will be to provide procurement and operations support and advice to the Portfolio Management Office and its Boards. The successful applicant will have an opportunity to work across a wide-ranging portfolio of projects, engaging with multiple public and private sector stakeholders and play an important role in the delivery of transformational projects across North Wales.

The post holder will need to be a problem solver, capable of innovative thinking, taking the initiative and have excellent organisational skills. Good interpersonal and relationship building skills will be essential and the ability to interact and negotiate with a wide cross section of businesses, government departments, consultants, local authority members and officers. Our ideal candidate will have extensive work experience in a procurement role with a proven track record and excellent understanding in public sector procurement regulations and processes.



Duties and responsibilities

Job Purpose

- To provide procurement and operations support and advice to the Portfolio Management Office of Ambition North Wales including the North Wales Growth Deal
- Manage procurements and contracts for a range of capital and revenue projects and ensure compliance
- Support the Procurement and Social Value Manager to implement and deliver the procurement strategy for the team
- To maximise the social value and community benefits derived from procurement activity
- To act as Deputy to the Procurement and Social Value Manager

Salary £37,261 - £39,493 (PS2)

Hours up to 37 hours per week*

Contract 2-year fixed term**

Location Llandudno Junction (hybrid with home working)

* The role is full-time, however we will consider flexible working requests for the right candidate.

** Initially a 2 year fixed term post, with the possibility of an extension,

Responsibility for functions

- Matrix management of staff and resources (including budgets) across project teams including allocation and management of work
- Contact management for assigned projects
- Office assets and other mobile equipment including laptops and mobile phones



Main duties and responsibilities

Procurement

- Support the Portfolio Management Office to make effective strategic and operational sourcing and procurement decisions, and ensuring effective supplier and contract management
- Prepare for and undertake procurement activities on behalf of Ambition North Wales, including preparing tender documentation and managing the process to successful award of tender
- Promote and ensure compliance with the highest standards of corporate governance and legal compliance
- Evaluate potential suppliers to ensure that they are viable, reliable, able to deliver the required services and share a commitment to the organisation's aims and values
- Support others in conducting pre-contract and post-contract discussions with providers, including negotiation of costs for services, taking into account best value criteria, unit cost analysis, service quality requirements and other best practice guidance

Contract Management

- Responsible for managing assigned contracts

Social Value and Community Benefits

- Embed the delivery of social value and community benefits into procurement activity
- Champion social value and community benefits across the Ambition North Wales partnership

Operations

- Support the operational arrangements of the Economic Ambition Board, the Executive Officers Group and the Business Delivery Board, and be responsible for the upkeep of documents relevant to supporting this work.
- Undertake specific projects as required to support the Portfolio Director, Portfolio Board and the North Wales Economic Ambition Board, including research activity, developing proposals, organising regional events etc.
- Work in collaboration and in partnership with key officers from the UK Government and the Welsh Government to deliver the priorities of the North Wales Economic Ambition Board.

Strategic

- Support the co-ordination, development and delivery of the North Wales Growth Vision
- Support the collective co-ordination and management of the inter-dependencies across programmes and projects
- Champion the procurement principles of Ambition North Wales across the partnership



Portfolio Management Office

- Work with the Senior Operations Officer to ensure sufficient resources are in place across the Portfolio Management Office to support both programme/project delivery and the business operations of the team;
- Support the Senior Operations Officer to ensure compliance with all set procurement, employment, audit, legal, financial and information management systems.

Performance and Risk Management

- Collate and co-ordinate reports for the Portfolio Management Office and North Wales Economic Ambition Board;
- Support the monitoring, evaluation and assurance for the Portfolio Management Office

Reporting and Accountability

- Prepare and co-ordinate reports for the Economic Ambition Board, supporting Boards, sponsoring Governments, partners and stakeholders.
- Provide quality control for reports and returns.

Ambassadorial

- Acting as an advocate for the Growth Vision and the region
- Development and management of effective external relationships at all levels

Compliance and Conduct

- Working to all set policies and procedures and law e.g. financial, equalities, health and safety
- Demonstrating the highest standards of professional behaviours and values in line with Ambition North Wales' organisational values.

Person specification

Criteria

Essential

Desirable

Education / Professional Qualifications

- Educated to degree level or equivalent experience in a relevant field
- Chartered Institute of Purchasing and Supply (CIPS) qualification or membership and working towards qualification
- Evidence of relevant continuous professional development



Knowledge and Skills

- Good knowledge of public sector procurement regulations/processes
- Understanding of financial management practice
- Understanding of contract management
- Understanding of social value and community benefits
- Experience of effective public/stakeholder engagement
- Effective interpersonal and communication skills
- Understanding of performance management
- ICT literate, at ease with Word, PowerPoint, Excel and relevant databases and social media
- Knowledge of Ambition North Wales and the North Wales Growth Deal
- Understanding of the North Wales region and the social and economic characteristics
- An understanding of local government and central government processes and local government finance



Experience

- Experience of and a proven track record of effective procurement practice
- Experience of procuring a wide range of works, goods and services
- Experience of business and resource management
- Experience of working in partnership
- Experience of writing reports
- Experience of working within a programme/project environment
- Experience of budget (revenue and capital) and resource management (people and assets)



Person specification

Criteria

Essential

Desirable

Personal attributes

- Self-motivated and strong under pressure
- Dedicated and enthusiastic
- Innovative thinker
- Flexible in managing competing priorities and work demands
- Excellent organisational skills
- Proven ability to meet deadlines and targets
- Ability to work under own initiative as well as a team player
- Ability to motivate and inspire others to take action



Language Requirements

- Listening and Speaking - Able to deal with all aspects of the job verbally in a confident manner in both English and Welsh
- Reading and Understanding - Able to use and interpret correctly any information in both English and Welsh from a wide variety of sources in order to deal with all aspects of the post
- Writing - Able to present written information in both English and Welsh with complete confidence using the most appropriate language and style to meet the needs of the reader



Join our team

Do you have a passion for North Wales and a desire to see the region grow and deliver on its potential? Are you enthusiastic, committed and a team player?

If so, Ambition North Wales could be the organisation for you.

As a partnership of the six local authorities, two universities and two colleges in North Wales collaboration and partnership working is at the core of what we do as a team. We are looking for a collaborative individual with excellent interpersonal skills who is passionate about delivering for the region and able to develop and maintain relationships across multiple partners to drive forward our work.

While each role within the team has its own focus, you will be expected to contribute to the wider work of the team and the success of the team as a whole. We're looking for team players capable of leading their own areas but also supporting their colleagues to deliver. In return you will find a varied and interesting workload with opportunities to contribute across our portfolio.

Professional and personal development is important to us. The team at Ambition North Wales will provide you with a supportive environment to continue your development with a number of formal and informal development opportunities available. We encourage our team pursue professional development opportunities and are looking for individuals who have the desire to learn and improve.

Some of our roles require Welsh language skills while others do not. However, all team members are expected to recognise the importance of the Welsh language, our culture and heritage and be willing to improving their own language skills with our support. If this sounds like you, we look forward to hearing from you.

North Wales is an excellent place to live and work, why not play a key role in shaping its future.



Hedd Vaughan-Evans

Head of Operations
Ambition North Wales

Our Values



We are Ambitious

We strive to deliver the best for North Wales. We are leaders in our fields, opinion formers and influencers, and we challenge conventional thinking. We pursue high standards, aim to be our best, and continuously develop ourselves professionally.



We work Collaboratively

We share knowledge, skills, information and support and ensure to keep colleagues informed. We always help each other, facilitate opportunities for North Wales and recognise that our collective impact is more significant than our individual impact.



We do the right thing

We do the right thing, not what is easy. We challenge unethical behaviour and speak out when things don't feel right. We are respectful, fair and considerate and can be trusted to deliver agreed commitments on time.



We make a difference

We pursue opportunities to make a difference in North Wales. We champion the Welsh language, heritage and culture and support regional charities. We protect the environment and seek opportunities to reduce our footprint.



Recruitment Timetable



Closing date

Applications need to be received by

18/10/2023



Shortlisting

We aim to inform all those shortlisted by this date with details of the assessments and interview date provided

by 25/10/2023



Assessments

Assessments will take place prior to the interview. You will be informed of the details, should you be shortlisted

by 02/11/2023



Interviews

The exact date and time of interview will be confirmed upon shortlisting

**w/c
06/11/2023**

Work for us

The Portfolio Management Office for Ambition North Wales is currently hosted by Cyngor Gwynedd* as our employing authority. Therefore, while the role is with Ambition North Wales your contract of employment will be with Cyngor Gwynedd.

Please use this [link](#) to access the Cyngor Gwynedd's recruitment portal. You will be required to create an account to submit an application.

Please remember to complete all sections of the form. You are welcome to submit your form in Welsh or English.

Following the closing date an assessment panel will assess your application against the requirements set out in the personal specification. Please make sure your statement covers all essential criteria set out in the personal specification.

Applicants who reach the shortlist will be invited to an interview, details of the interviews will be sent at least a week in advance.

We will ask applicants to complete assessments before the interview (full details will be included within the interview letter).

Please note applications received after the closing date will not be considered.

*future arrangements may change with the establishment of the North Wales Corporate Joint Committee.

Benefits

There are several benefits of working for Ambition North Wales, full details can be found [here](#). However, the following is a summary of the key benefits:

Pension scheme

Ambition North Wales currently hosted through Gwynedd Council operates a Local Government Pension Scheme. Information about the fund can be found on the Gwynedd Pension Fund [website](#).

Annual leave

The annual leave entitlement varies between 21 and 30 days per year - depending on the grade of the post. Staff are also entitled to 8 days leave for bank and public holidays, as well as an additional 3 and a half days.

Special leave

As well as the leave noted above, paid absence may be granted in special circumstances such as moving house, bereavement, attending medical appointments, undertaking public duties and so on.

Work life balance

Ensuring that staff strike a healthy balance between work and home life is very important for Ambition North Wales. Staff can take advantage of the following arrangements:

- Flexible working hours
- Maternity, paternity and adoption leave
- Parental leave and flexible working for parents and carers
- Hybrid working

Training and development

Ambition North Wales recognises the importance of investing in its most important asset - its staff. Every employee can expect:

- A formal induction process and a continuous performance review
- A wide range of internal and external training and development opportunities
- Contribution towards the membership of professional bodies which are relevant to the work

The North Wales Growth Deal

Aims

- To build a more vibrant, sustainable and resilient economy in North Wales.
- To build on our strengths, to boost productivity while tackling long-term challenges and economic barriers to deliver inclusive growth.
- To promote growth in a scalable, inclusive and sustainable way, in line with the Well-being of Future Generations (Wales) Act 2015.

Benefits

- Growth in regional prosperity: improved productivity, inward investment and the creation of new jobs.
- Better-quality jobs: through targeted interventions in high value sectors.
- More skilled workforce: supporting skills and training initiatives and targeted interventions in high value sectors.
- Improvements in standards of living: inclusive growth that provides opportunities, reduces poverty, inequality and deprivation.

INVESTMENT

Growth Deal Target Investment:

£240m

Total Target Investment:
over

£1bn

SPENDING OBJECTIVES

Create up to

4,200

new jobs

Generate up to

£2.4bn

net additional GVA

Our Programmes

Agri-food and Tourism



This programme will promote and support employment and training in the Agri-food and Tourism sectors, building on world-leading skills and expertise already established within the region.

Digital Connectivity



The programme will enhance our region's capability to develop technologies for the future, ensuring that we can meet the increasing demand for digital and benefit from fast, high-quality connectivity.

Innovation in High Value Manufacturing



This programme will promote innovation and commercialisation of technology in the manufacturing industry, building on the existing strength of the sector within our region.

Land and Property



This programme will address land and property challenges within the region, to unlock opportunities and build on our strengths.

Low Carbon Energy



This programme will unlock the benefits of developing low carbon energy projects within the region, positioning North Wales as a leading location for the low carbon energy sector.

OUR PARTNERS



£240M OF GROWTH DEAL FUNDING BY





ambitionnorth.wales
jobs@ambitionnorth.wales