



Staffordshire
Chambers of
Commerce.

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Procurement & Sustainability Advisor

Full Time

Permanent

Recruitment Pack

July 2021



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**PROUDLY
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THOSE WHO
SERVE.**

At Staffordshire Chambers of Commerce, we believe that we can help all the people of Staffordshire to be more prosperous and have more opportunities, by helping businesses to belong to the Chamber and do things better. We take pride in delivering excellent services to our members and expect the highest standards from our employees.

Procurement & Sustainability Advisor

Salary £25,000 Per Annum

We have a fantastic opportunity for a Procurement and Sustainability Advisor to join our team. Based at our offices at Festival Park, Hanley.

We offer an attractive benefits package, a rewarding role in a great team and good opportunities for personal development.

This is a full-time role, working Monday to Friday, a total of 35 hours per week, with the possibility for some of the role to be carried out as agile/home working.

Further information about Staffordshire Chambers of Commerce is available on our web site <https://staffordshirechambers.co.uk/careers>

Closing date: Monday 12th July 2021

Interviews are schedule to take place week commencing Monday 19 July 2021

Immediate start required.



About Staffordshire Chambers of Commerce

Staffordshire Chambers of Commerce has been in existence for over 200 years. It was borne out of a desire from businesses to meet together and trade and ensure that there was a voice for business and an organisation to represent their needs and deliver services to help them. We continue to deliver this role and have developed a wider relationship as part of the recognition of the contribution that the business community makes to economic and social success.

We provide the following services to support businesses start, grow and succeed.

Business Support – we are, at our heart, a membership organisation and believe that the best business support can come from the services we offer through our experienced staff. We have a range of member only services as well as funded programmes. We have developed specific membership offers to reflect our local economy in response to various sector groups in membership.

Enterprise Support – we aim to inspire the entrepreneurs of tomorrow through bringing schools and businesses closer together, helping individuals start up their own business, educating teachers on the businesses in the area and supporting students in HE and FE to have the relevant skills for business and industry. We have established a club specifically for fledgling businesses to help them get established and lead into membership of the Chambers.

Trade – we encourage international trade through our DIT programme and export documentation service as well as supporting local trading through exhibitions, events and lobbying for local procurement opportunities. We have launched a specific international trade membership offer.

Training – we have a comprehensive, business focussed programme of training to encourage the workforce to reach its full potential, and which can be delivered on our premises or in a business through a bespoke service. We are developing our offer through partnerships with the universities and FE colleges in the county.

Events - we organise over 150 events each year of varying scale and size. This supports and informs business, helps strengthen supply chains and informs the business community of funding, finance, legislation, opportunities and risks.

Representation – this is a service at the heart of Staffordshire Chambers and is largely to support members. We do take on issues that affect the whole business community and lobby at all levels of policy and decision making.



Job Description

| | |
|------------------------|---|
| Job Title: | Procurement & Sustainability Advisor |
| Accountable To: | Head of Membership |
| Location: | Staffordshire Chambers of Commerce |

Our Vision

All employees of the Chamber are expected to contribute to our vision:

‘Staffordshire Chambers believes that we can help all the people of Staffordshire be more prosperous and have more opportunities, by helping business to belong to the Chamber and do things BETTER’.

Our Values

Our vision is supported by a set of core values which define the standards and behaviours which are expected of all employees:

We are:

- **Bold**
We try new things
We are passionate about making a difference
We always put our members first
- **Excellent**
We achieve the highest standards
We seek to improve continuously
We are committed to equality of opportunity
- **Trusted**
We communicate well
We are consistent in our approach
We put colleagues and customers first
- **Team Focused**
We are an outstanding team
We are focused on achieving our vision
We respect and support each other
- **Ethical**
We represent our members professionally
We make a positive contribution to the community
We act with integrity
- **Responsive**
We are open to change
We respond positively to customer feedback
We maximise opportunities



Job Purpose

This job is to deliver an increase in social value for the people of Staffordshire and to help businesses win more work by highlighting and helping them to prove that they are maximising their social impact.

To work with Staffordshire Chambers of Commerce and its members to provide advice, guidance, events and partnerships to support the social value objectives of significant procurement opportunities in the public and private sector.

Principal Accountabilities

- 1. To develop strong relationships with procurement teams across Stoke on Trent and Staffordshire to support them on developing better access to a local supply chain.**
- 2. To work with businesses and buyers to understand and recognise the social value aims expected through procurement.**
- 3. To work with businesses to ensure they are compliant with relevant policies and procedures**
- 4. To act as an Ambassador and advisor to businesses around the UN Sustainable Development Goals and support relevant workstreams and networks.**
- 5. to develop an accreditation programme in line with the needs of buyers. This will involve working with BSI, ISOs and other accreditations.**
- 6. To run effective and imaginative meet the buyer events online and offline to bring businesses together.**
- 7. To support the Chambers social value charter and encourage businesses to buy in to this service.**
- 8. Provide detailed advice and consultancy to businesses to achieve the social value charter and similar.**
- 9. To develop relevant metrics, indicators and KPIs so that the Chambers can report on the work done by businesses to maximise social value.**
- 10. To bring procurement best practice and principals into the area and maximise the social value and community benefit derived from procurement activity.**
- 11. Be familiar with using procurement portals and work with the Chambers staff to bring those opportunities to the attention of relevant businesses.**
- 12. Helping businesses to avoid risks including modern slavery in supply chains, child labour and unintended environmental damage.**



General Requirements

- **Work diligently to meet the requirements of the role**
- **Use the Chambers' CRM system and others as relevant to the role**
- **Always seek to improve to achieve the highest quality standards and follow the Chambers' quality assurance operating procedures**
- **Contribute to the Chambers' commitment to work in a commercially successful way**
- **Participate in internal/external meetings and training as required**
- **Ensure that all relevant policies, procedures and working practices are adhered to at all times**
- **Participate positively in one to ones and appraisals**
- **Work in accordance with the Chambers' culture, values, aims and objectives**
- **Act as an ambassador for the Chamber at all times when dealing with members or representing the business**
- **Contribute to the Chamber's team working environment, taking ownership of issues and supporting colleagues where appropriate**
- **Be flexible and willing to undertake any other duties that may be reasonably required**
- **To work from other Chamber offices if required.**

NB: This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed at management's discretion in the future. As a general term of employment, Staffordshire Chambers of Commerce may affect any necessary change in job content or may require the post holder to undertake other duties, provided that such changes are appropriate to the employee's remuneration and status.

I confirm that I have read and agree to carry out the duties and responsibilities contained in this job description.

Name (Please print): _____

Signed: _____ **Date:** _____



Person Specification

| Job Title: Procurement & Sustainability Advisor | | |
|--|-------------------------------|---------------------------------|
| Criteria | Essential or Desirable | Method of Identification |
| <u>Qualifications</u> | | |
| Professional qualification to degree level or experience working in a procurement role in the public or private sector. | Essential | Application |
| CIPS qualification or membership - or working towards | Desirable | Application |
| <u>Proven Experience</u> | | |
| Good knowledge of public and private sector procurement processes. | Essential | Application/Interview |
| Experience and accurate use of Microsoft Office packages including Word, Excel and Outlook | Essential | Application/interview |
| Ability to negotiate, influence, generate confidence, trust and respect. | Essential | Application/interview |
| Knowledge of the political context. | Essential | Application/interview |
| Commercial experience. | Desirable | Application/interview |
| Understanding of the region and its social and economic characteristics. | Desirable | Application/interview |
| Strong interpersonal skills to manage different stakeholders of varying seniority. | Desirable | Application/interview |
| Experience of fundraising and/or sales | Desirable | Application/interview |



| | | |
|--|------------------|------------------------------|
| <u>Knowledge, Skills and Abilities</u> | | |
| Outstanding customer service and relationship building skills | Essential | Application/Interview |
| Well presented | Essential | Interview |
| Professional and friendly approach | Essential | Interview |
| Able to contribute positively to the Chambers' Vision and BETTER values | Essential | Interview |
| Excellent verbal and written communication skills at all levels | Essential | Interview |
| Able to work under pressure | Essential | Interview |
| Highly organised and able to meet deadlines | Essential | Interview/application |
| Time management, able to prioritise and achieve deadlines | Essential | Interview/application |
| Problem solving skills – able to work on own initiative | Essential | Interview/application |
| <u>Other Attributes</u> | | |
| Excellent team player | Essential | Interview |
| Able to work flexibly and to cover holidays. | Essential | Interview/application |
| Enthusiastic and approachable | Essential | Interview |
| Commitment to personal development | Desirable | Interview |



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Staffordshire Chambers of Commerce is a Forces friendly employer and have signed the Armed Forces Covenant. Additionally, we hold the silver award for the Employer Recognition Scheme. Staffordshire Chambers of Commerce welcomes applications from the Armed Forces and their families and ensures that no one is disadvantaged. If you are serving or have served in the Armed Forces (or are a family member of) please state this on your application.

How to Apply

Please send your CV to Matt Hustwit together with a supporting letter detailing how you meet the requirements of Procurement & Sustainability Advisor and how you support the Chamber BETTER values.

Applications should be emailed to Matt.Hustwit@staffordshirechambers.co.uk or posted/delivered to Staffordshire Chamber of Commerce, Commerce House, Festival Park, Stoke on Trent ST1 5BE

Closing date: Monday 12th July 2021

Thank you for your interest. We hope that this recruitment pack provides all the information you require, however if you have any queries, or would like to have an informal conversation about this role please contact Matt Hustwit on 01782 202222 or email Matt.Hustwit@staffordshirechambers.co.uk.

Staffordshire Chambers of Commerce is an equal opportunities employer.



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Data Protection

Staffordshire Chambers of Commerce will use any data you provide in your application to assess your suitability for the position advertised. This data will not be further processed unless your application is successful.

All candidate information gathered through our recruitment campaigns will be protected and we will fulfill the requirements of the relevant legislation.

In the case of unsuccessful applicants, we will retain all relevant recruitment paperwork for a period of 12 months in case of any claim/dispute, after this time the paperwork will be destroyed by shredding or other confidential waste disposal methods.

Successful candidates will have their recruitment paperwork retained within personnel files and in line with our data retention schedule.

The Chamber will not use any form of automated processes in its recruitment decision making.

If you require any further information in relation to the protection of your data, please contact us using the details or view our privacy policy at www.staffordshirechambers.co.uk



Equality and Diversity Monitoring

Staffordshire Chambers of Commerce is committed to equal opportunities and diversity in all its activities. It is determined that in its provision of services and as an employer it will ensure equality of opportunity for all, regardless of age, race, gender (including gender reassignment), disability, marital status, sexual orientation, or religion or personal belief.

To help us implement and monitor this policy please could you provide us with the following information:

1. Gender

Male Female Other

2. Disability

Do you consider yourself to have a disability?

Yes No

If yes, please give brief details:

3. Date of Birth

16 - 25 46 - 55
 26 - 35 56 +
 36 - 45

4. Ethnic Origin

A White

British
 Irish
 Any other white background, please state

B Mixed

White and Black Caribbean
 White and Black African



- White and Asian**
- Any other mixed background, please state**

C Asian, Asian British

- Indian**
- Pakistani**
- Bangladeshi**
- Any other Asian background please state**

D Black, Black British

- Caribbean**
- African**
- Any other Black background, please state**

E Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh or other ethnic group

- Chinese**
- Any other background, please state**

5. Sexual Orientation

- Bisexual**
- Heterosexual**
- Homosexual (Lesbian/Gay)**
- Other**

6. Religion or Personal Belief (Please state)

Thank you. This information will be kept separate from your application form and will be treated in the strictest confidence.