



**British  
Geological Survey**  
Expert | Impartial | Innovative

## **Commercial Business Partner**

**UKRI – NERC – BGS**

**Environmental Science Centre, Keyworth, Nottingham**

**£38,318 to £42,576 per annum (depending on qualifications and experience)**

**Full-Time – 37 hours a week (a range of flexible working options may be available)**

**Permanent Appointment**

## **About us**

The British Geological Survey (BGS) is an applied geoscience research centre that is housed in UK Research and Innovation (UKRI) and affiliated to the Natural Environment Research Council (NERC). It is a world leading geological survey that provides a core science mission to inform government of science related to the subsurface and its interfaces and also undertakes applied research for solutions to earth and environmental processes, both in the UK and globally. It is funded directly by UKRI as well as through research grants and via private sector contracts.

BGS has an annual budget of approximately £60 million and employs 650 people. It has two main sites, a head office in Keyworth near Nottingham and the Lyell Centre, which is a joint collaboration with Heriot Watt University in Edinburgh. BGS works with more than 150 private sector organisations as well as having close links with 40 universities and sponsors approximately 100 PhD students each year.

We have an opportunity for a highly motivated and experienced Commercial Business Partner based in the BGS headquarters in Keyworth, Nottingham

## **About the role**

You will play a key role in a providing professional procurement business support across a variety of science disciplines. Duties include:

- Management of the procurement function for BGS as part of the wider NERC/UKRI procurement network
- Required to travel to attend UKRI meetings (usually held in Swindon or London) also to visit BGS sites periodically. Perhaps travel once a month; this could potentially include an overnight stay.
- The provision of expert advice and leadership in commercial procurement across all stakeholders
- Minimising the financial and reputational risk to BGS of challenge by unsuccessful bidders by ensuring a fair and transparent route to market.
- Facilitating the tender process for all procurements above the relevant thresholds, including OJEU processes.
- Review of procurement contracts, writing clauses where required.
- Decide on the optimal route to market for the particular requirement, ensuring value for money and minimising risk to BGS.
- Establish good professional relationships on a business-partnering basis with anyone within BGS who has a procurement need.

- Business partnering a variety of project teams to enable strategies for major purchases to be achieved.
- Provide advice and guidance in the evaluation of tenders in compliance with UK and EU Regulations and conjunction with project teams.

### **About you**

You should be a fully qualified member of the Chartered Institute of Purchasing and Supply (CIPS) together with recent and robust experience in the management of the procurement function within a public sector environment (at least 2 years). In addition you should have demonstrable and recent experience of public sector tendering processes and procedures (including OJEU) in a leading role (at least 2 years).

You must have knowledge of Crown Commercial contracts and other public sector procurement controls, knowledge of Framework agreements and OJEU tendering practices and knowledge of procurement best practice in a public sector organisation.

You must be a confident communicator including presenting information together with the ability to communicate and negotiate with stakeholders who may have competing objectives and priorities. Whilst being able to work on your own and show initiative, you must also be comfortable working in a team.

The role will be based within the Finance team in Keyworth, Nottingham, however, you will also be expected to travel occasionally to other BGS or UKRI venues across the UK. This could potentially be one trip per month and may involve an overnight stay.

### **What we offer**

A generous benefits package is also offered, including a very competitive pension scheme, 30 days annual leave plus bank holidays, free parking and access to flexi-time.

We also offer the 'Bike to Work' scheme, free parking, health and wellbeing support, social clubs and on-site sports facilities.

Please note that any internal BGS staff applying for this post would, if successful, be appointed to new UKRI Terms and Conditions and pay.

### **How to Apply**

Applicants are required to include a cover letter outlining their suitability for this role. We would stress the importance of this paperwork in our selection process. **A well thought through application addressing the advertised essential and desirable criteria for the post will be considered far more favourably than a generic covering letter and CV.**

Applications are being handled by UK Shared Business Services, to apply please visit our job board at [https://topcareer.jobs/Vacancy/irc253205\\_10560.aspx](https://topcareer.jobs/Vacancy/irc253205_10560.aspx)

Applicants who are unable to apply online should contact us by telephone on +44 (0)1793 867000.

**Closing date for receipt of applications is 29 March 2020. Interviews will take place in on 15 April 2020 in Keyworth, Nottingham.**

BGS provides a range of flexible working options including flexible working patterns, compressed hours and home working so if you have a need for flexibility, please raise this in the recruitment process when your needs, balanced with the requirements of the role, will be fully considered.

We are committed to promoting equality and diversity across our organisation as well as across all areas of our science community. As such, we aim to have a workforce with employees from all backgrounds with people who are passionate about earth science and who share our commitment to work for the good of the environment and the benefit of society.

We will actively seek to avoid discrimination on the grounds of age, disability, race (including colour, nationality, ethnic or national origin), sex or sexual orientation, being trans or a member of the non-binary community, being married or in a civil partnership, being pregnant or on maternity leave, disability, race (including colour, nationality, ethnic or national origin), religion, sex or sexual orientation.

The British Geological Survey is an Investors in People organisation and has achieved Bronze status for Athena SWAN – a scheme that recognises an organisation’s commitment and progress in developing a diverse and inclusive workforce.



<b>Specific Skills Criteria</b> (S = Shortlist Stage) (I = Interview Stage)		
	Essential	Desirable:
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Fully qualified Member of the Chartered Institute of Purchasing and Supply (CIPS) <b>(S)</b></li> </ul>	Educated to Degree level <b>(S)</b>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Recent and robust experience in the management of the procurement function within a public sector environment ( at least 2 years) <b>(S)</b></li> <li>Demonstrable and recent experience of public sector tendering processes and procedures ( including OJEU) in a leading role ( 2 years) <b>(S + I)</b></li> <li>Robust experience of public sector tender returns evaluation processes <b>(S + I)</b></li> </ul>	

<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Knowledge of Crown Commercial contracts and other public sector procurement controls. <b>(S)</b></li> <li>• Knowledge of Framework agreements <b>(S)</b></li> <li>• Knowledge of OJEU tendering practices <b>(I)</b></li> <li>• Knowledge of procurement best practice in a public sector organisation <b>(I)</b></li> </ul>	
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Ability to prioritise work and meet tight deadlines <b>(S)</b></li> <li>• Ability to adapt to changing priorities <b>(I)</b></li> <li>• Ability to act in a supporting role to anyone with a procurement requirement <b>(I)</b></li> </ul>	
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>• Confident communicator including presenting information to stakeholders <b>(I)</b></li> <li>• Ability to communicate and negotiate with stakeholders who may have competing objectives and priorities <b>(I)</b></li> <li>• Ability to be firm in your commitment and adherence to procurement procedures <b>(I)</b></li> <li>• Able to travel to all BGS sites or UKRI venues occasionally, approximately one trip per month potentially including an overnight stay <b>(S)</b></li> <li>• Work flexibly as part of a team <b>(S + I)</b></li> </ul>	
<b>MOTIVATION</b>	<ul style="list-style-type: none"> <li>• Self-starter and able to work independently <b>(S)</b></li> </ul>	

