

Candidate Information

Position:	Procurement Manager
School/Department:	Financial Services
Reference:	19/107914
Closing Date:	Monday 18 November 2019
Salary:	£33,797 to £40,322 per annum.
Anticipated Interview Date:	Tuesday 26 and Wednesday 27 November 2019
Duration:	12 months

JOB PURPOSE:

To provide professional procurement and supply advice, supporting University project teams and senior staff. The post holder is responsible for the management and planning of procurement services to designated areas of the organisation and resolving procurement and/ or contractual issues. This includes taking the lead on complex/high value procurement projects and designing framework agreements.

MAJOR DUTIES:

1. Contribute to the development of organisational procurement strategy by for example, horizon scanning activities with recommendations made to senior management. Contribute to the annual operational plan for the Procurement Office with specific plans for area of accountability and wider improvement projects including participating in committees and working groups.
2. Proactively represent organisational requirements and professional best practice at national consortia and government policy level to ensure effective collaboration and decision making. For example, ensure that procurement best practice is adopted and flexibility regarding options for the future is considered.
3. Lead and manage multiple high value and complex procurement projects simultaneously to ensure successful delivery within allocated targets, timescales and budgets which can be in excess of £30m. Use professional experience and knowledge to assess and create solutions for complex procurement needs. Test and trial innovative solutions with key stakeholders making the best use of professional resources, for example implement Dynamic Purchasing Systems.
4. Provide advice and guidance on the complex aspects of procurement processes, systems and procedures within the University to all levels of staff, including the delivery of presentations and training where required.
5. Design and implement practical procurement solutions for complex procurement issues that have multiple end-users which span the organisation. For example, designing and creating national and local frameworks, dynamic procurement systems and organisational agreements which integrate with the e-Marketplace and call off systems that have the end user ease of use in mind. Design and deliver training in relation to procurement, including the effective running of contractual agreements.
6. Manage internal and external stakeholder expectations and contribute to the attainment of high customer and quality service standards. For example, provide meaningful business intelligence regarding procurement value, performance and service, for areas of accountability and beyond. Ensure key relationships with Heads of School, Centres and Directors are actively managed and ensure there is an appropriate communications plan to deliver a high level of customer service.
7. Tailor and continuously improve management information to ensure it is meaningful for all procurement activities. Analyse complex data and put forward recommendations to business areas for change to improve procedures and systems.
8. Manage work area and associated team including controlling the resource plan and co-ordination of workload to deliver strategy, plans and projects. Actively monitor performance including throughput using key performance indicators. Line manage and coach others as required to ensure the successful delivery of a professional procurement function. This will include full induction and training (of procurement staff and others) and supervision of others and appropriate delegation of work.
9. Take the lead and/or participate in University wide projects which may be Procurement, Directorate and/or University originated. For example, taking proactive steps to ensure the delivery of set team objectives in relation to process improvement projects such as, sustainable procurement, green impact, staff forum etc.

10. Review, interpret and make recommendations regarding changing policy and legislation that impacts procurement operations and creates knowledge gaps. Search for legitimate sources of guidance for example from the Chartered Institute of Procurement and Supply and legal advisors without requiring input February 2019 in the first instance from a more senior grade. Interpret and apply this to practical scenarios. Ensure that best practice is disseminated and understood by the team.
11. Provide innovative and agile solutions to procurement and contractual issues that can arise in an organisation that requires smart solutions in a constantly changing and challenging environment.
12. Ensure compliance with relevant procurement legislation and other relevant legal requirements such as Modern Slavery, GDPR and TUPE. Ensure the application of ethical procurement and appropriate trading standards. Lead the quality assurance and record keeping of supplier appointments and tendering processes by self and others in relation to the entire end to end procurement cycle.
13. Produce, analyse and make recommendations on statistical information and reports for consideration and / or approval by senior management. For example, make recommendations and take action to prevent contract leakage and to ensure spend categories are covered by formal agreement to ensure legal requirements are met.
14. Identify, initiate and implement cost savings and efficiency methods through benchmarking, market-testing, collaboration and using new and innovative procurement methods. Report on savings achieved on a regular basis and ensure procurement value is measured with clear rationale.
15. Monitor and appraise supplier performance through the preparation of service level agreements with agreed KPIs and through attendance at contract review meetings. Identification, co-ordination and delivery of solutions to maximise service quality, efficiency and continuity of supply and managing supplier performance.
16. Attend relevant conferences / events for other senior members of the procurement team.

Planning and Organising:

1. Review and implement changes to processes on a recurring basis in areas of responsibility to ensure that developments and changes are made that benefit the end user of Procurement Services.
2. Schedule team activities to ensure targets and committed timeframes are met and provide reports to confirm on track delivery of services. Innovative and proactive planning and prioritisation of workloads with independent decision making based on the information and risk in order to meet expenditure deadlines.
3. Prioritise and organise team workload to ensure effective delegation and appropriate placement of tasks to stakeholders and staff.
4. Communicate and implement operational changes.

Resource Management Responsibilities:

1. Manage and contribute to the planning of resources to ensure departmental allocated budgets are successfully utilised.
2. Manage supplier spend against allocated budgets including taking the lead in programmes of supplier work package delivery.
3. Develop business cases for new technology, systems and ways of working.
4. Optimise the use of available customer budget through the efficient, effective and economic acquisition of required goods and services within responsibility area.
5. Management of procurement activity relating to a significant number of complex high value and high profile capital and non-capital projects.
6. Participate in staff appointments and consequently manage and monitor staff performance and development. Actively ensure that continuous professional development is maintained by self and others.

Internal and External Relationships:

1. Lead internal stakeholder management, the remit of which spans across the University, to ensure that professional advice is provided, relevant information and procurement initiatives are disseminated, solutions are found promptly and projects are progressed.
2. Manage complex needs and conflicting objectives within restricted timeframes. Influence and negotiate with stakeholders and project participants to ensure delivery of objectives within agreed timescales.
3. Contribute to and lead if required external stakeholder meetings including meetings with national consortia and other Universities in order to successfully collaborate on frameworks and projects.

ESSENTIAL CRITERIA:

1. *CIPS Level 6 Professional diploma in procurement and supply or equivalent. OR Relevant Honours or Higher Degree (e.g. in procurement, logistics, supply chain management). Agreement to attain CIPS Level 6 within 2 years of appointment (if the post holder is made permanent).

2. *At least 3 years' (in recent years) relevant professional experience within the procurement function of an organisation.
3. An in-depth working knowledge of the legal aspects and codes of practice for Procurement Professionals with the ability to demonstrate Integrity as a core personal value. Evidence of making recommendations and implementing changes regarding policy and legalisation - responding to and managing legal risk.
4. Experience of partnering with business areas to provide specialist Procurement solutions and advice; including leading the stakeholder management aspects and improvement initiatives.
5. *Experience of successfully planning, leading and managing complex procurement projects at or over the value of £160k. Including undertaking tendering activities and stakeholder management.
6. Experience of managing others, including resource planning and management of a programme of work, performance management, delegation of duties including the measurement of the same etc.
7. *Experience of electronic tendering software.
8. *Experience of using office software packages, including MS Office (Word, Excel, PowerPoint and Outlook) to an intermediate level.
9. *Good numeracy skills and analytical ability (prioritising, scheduling, problem solving, statistical analysis, compliance checking, applying logic and reasoning etc.).
10. Leadership skills with the ability to use initiative, judgement and make effective decisions without support.
11. Ability to advise and scope Key Performance Indicators and Service levels to monitor supplier performance. Ability to develop, negotiate and apply contract terms and conditions.
12. Superior organisational and time management skills.
13. Ensure high levels of emotional intelligence in dealing with others and can respect the value of others. Can communicate effectively and competently at all levels.
14. *A team player that can demonstrate applying teamwork and being connected to the benefits of this style of working practice.
15. *Literacy skills with demonstrable ability to produce written reports, deliver effective oral presentations and positional updates using approaches that are suitable for the target audience.
16. Ability to present to and train internal and external staff in a proactive and engaging format that accounts for learning styles and encourages high engagement levels.
17. Ambition - Forward thinking with a strong desire to be the best. Self-motivated to achieve individual and team objectives. Demonstrable commitment to continuing professional development in the field of procurement for self and team members.
18. Integrity - Ability to lead by example in an honest and open manner. Ability to deliver on promises, being professional, responsible and accountable.
19. Resourcefulness – Ability to find innovative ways to collaborate with colleagues to deliver solutions and achieve success. Customer and commercially focused - ability to understand complex problems and able to suggest robust solutions.
20. Flexible - willing to adapt to new tasks, duties and types of work.
21. Willingness to travel to attend meetings e.g. NWUPC management meetings, conferences and training on the UK mainland or the Republic of Ireland as required.
22. Have attained and have a willingness to keep up to date the CIPS required standard of Continuous Professional Development.

DESIRABLE CRITERIA:

1. Other relevant professional qualification.
2. Experience/knowledge of procurement of major programmes or works.
3. Experience of UK Public Procurement and concession law.
4. Experience in the design and delivery of procurement training.
5. Experience of procure-to-pay software and the management of e-marketplace platforms.
6. Demonstrable ability to deputise for Senior Procurement Managers when required.
7. Full current driving licence.