



Candidate Information

Position: Senior Procurement Manager
School/Department: Finance
Reference: 22/109589
Closing Date: Monday 28 February 2022
Salary: £42,149 - £51,799 per annum
Anticipated Interview Date: Wednesday 30 March 2022 or Friday 1 April 2022
Duration: Permanent

JOB PURPOSE: Senior Procurement Manager - Sustainability Lead

A member of the Procurement Team and a key contributor to the Sustainability Team accountable for leading and managing action plans and projects across the University to meet institutional objectives and targets. With internal customer service at the forefront, the post-holder will manage change programmes and deliver and maintain a sustainable procurement programme, taking account of all aspects of social value in each category. Delivery of professional procurement services which places contracts with value for money and sustainability at the core.

MAIN ACTIVITIES/RESPONSIBILITIES:

1. Sustainable Procurement

- Provide recommendations regarding leading-edge sustainable procurement practices and deliver these impactfully through policy and processes e.g., regarding social value and carbon reduction initiatives from spend and Scope 3 Carbon data analysis.
- Advocate for and make recommendations regarding sustainable procurement in specifications, supplier selection/evaluation criteria and terms and conditions of contract.
- Support organisational plans linked to the United Nations Sustainable Development Goals (SDGs) and strategic organisational priorities. e.g., Develop the Supply Chain Code of Conduct and the Modern Slavery aspects.

2. Risk Management

- Identify trends from the political, environmental, social, technological, and legal operating environment which impact procurement or the sustainability agenda and make required changes e.g. Transforming Public Procurement Programme.
- Implement Supplier Relationship Management and conduct supply chain profiling including the monitoring of supply chain risk.
- Embed and action risk mitigation measures in relation to works, goods, and services. E.g., support suppliers with the decarbonisation of the supply chain and in meeting their obligations under the Supply Chain Code of Conduct through supplier monitoring and support programmes.

3. Procurement Projects and Contract Management

- Take the lead in delivering procurement solutions and supervise large procurement programmes of work and projects, including all aspects of the procurement cycle from pre-market engagement, development of tender documents to contract delivery.
- Lead the implementation of contracts particularly with broad University impact to ensure successful transition to embedded contract management.
- Lead on ensuring suppliers are held accountable for sustainability commitments and that these are tracked and validated during the life of contracts.
- Provide contract management advice, training, and systems to support Contract Owners to measure contract performance and sustainability commitments.
- Lead and contract manage allocated core University contracts.

4. Manage Projects

- Create and lead task groups and committees e.g., regarding Scope 3 carbon reduction, social value and supply chain risk reduction.

- Create highlight reports and ensure progress against targets, tasks, and objectives.
- Contribute to and lead cross-Directorate and University wide initiatives e.g., in supporting the objectives of the Procurement and the Sustainability Teams.

5. Change Management

- Lead and co-ordinate major change projects and programmes.
- Utilise and apply the concepts of successful behaviour change to stakeholder engagement programmes.
- Support stakeholders through collaboration to find new innovative solutions to challenges and facilitate the development of opportunities regarding procurement, commercial and sustainability practices.

6. People Management

- Lead team initiatives regarding wellbeing, capability, and capacity building (which includes leading trainee programmes) for professional development to enable the successful delivery of services and projects.
- Deliver briefings, training and workshops on new policy, processes, and changes in legalisation e.g., regarding training on social value, carbon literacy and changes to environmental and procurement law.
- Ensure that professional standards of service are maintained throughout area of accountability.
- Ensure that systems are in place to monitor service standards to customers and ensure that the technical competency of the team is adequate.

7. Resource Management

- Manage team action plans and pipelines to enable throughput to be maximised to meet expectations.
- Proactively identify additional service requirements or shortfalls in service in a planned and controlled manner.
- Co-ordinate own team and work with peers to design solutions to ensure service quality, efficiency and continuity.

8. Systems

- Recommend, implement and manage procurement systems that support procurement efficiency and effectiveness e.g. systems for collecting and managing data for reporting e.g. carbon metrics, and social value benefit tracking.

9. Deputise

- Deputise for other Procurement staff and/or covering the duties where necessary. As job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with the above key responsibilities.

PLANNING AND ORGANISING:

- Plan and organise self and team activity in accordance with long term goals, review and make recommendations on structure of team operations to ensure it is fit for purpose, particularly in relation to the University strategy and priorities.
- Collate and plan annual team wellbeing events and training priorities, working with others in the team to produce a co-ordinated costed plan for training needs to be facilitated.
- Project manage professional activities to facilitate major service/policy/operational changes with broad University impact. Arrange and implement process changes whilst ensuring continuity of service to customers.
- Prioritise and organise own workload and ensure effective delegation where necessary. Careful planning, prioritisation and decision making in order to meet expenditure, project, or regulatory timelines.

RESOURCE MANAGEMENT RESPONSIBILITIES (e.g., People, Finance, Equipment):

- Manage resources to ensure maximum value is delivered. For example, ensure that systems and technology deployed are providing maximum value including to operations e.g., e-marketplace / tendering / contract management systems.
- Provide recommendations for the annual planning and budget setting cycle including on matters that involve project resources, continuous professional development, upgrades to technology and systems used.
- Lead and manage (if allocated) a large team of staff including a number of specialists ensuring successful delivery of a professional service which has broad impact. Focus on wellbeing and performance management.
- Mentor and coach colleagues including training staff to support effective professional service delivery.
- Manage, and oversee the management of, tender exercises from initiation to contract award (and contract management, where appropriate).

INTERNAL AND EXTERNAL RELATIONSHIPS:

- Support the Estates Directorate and wider stakeholders with projects and initiatives on sustainability and SDGs. E.g., as a member of the Carbon Reduction Group.
- Represent and promote the Procurement profession and the University at internal and external events to ensure that the interests of Procurement are championed at for example national policy groups and government policy consultations including supporting and participating on collaborative projects.
- Lead the co-ordination of effective stakeholder management internally and externally and undertake performance management of suppliers if required.
- Lead the contact with other areas of the University to develop new/improved processes and supporting systems.
- Maintain external links with professional and/or specialist bodies or groups including regional purchasing consortia.
- Provide advice and guidance on all procurement processes, systems, and procedures within the University to all levels of staff.
- Represent the Finance Directorate at senior levels within the University to liaise with same, to establish and implement appropriate procurement strategies where required.
- Liaise with suppliers to CEO level with regard to all aspects of procurement and contract management.

ESSENTIAL CRITERIA:

1. *Qualified (Professional Full Member Level 6) of the Chartered Institute of Procurement and Supply (MCIPS) or equivalent.
2. *Significant relevant professional experience within the procurement or commercial function, with at least two of these four years being post-qualification.
3. Experience in implementing sustainable procurement.
4. Experience of the design, build, implementation and review of procurement literature, guidance and training.
5. Demonstrable success in leading procurement projects and programmes in the full procurement and project management cycle from co-ordination of a procurement programme through to successful contract implementation and delivery.
6. Demonstrable experience leading and implementing large complex contracts or projects successfully including ongoing management of same.
7. Demonstrable experience of taking the lead and co-ordinating stakeholder engagement programmes.
8. Professional knowledge of regulations and international codes of practice and the implications of non-compliance.
9. Knowledge of sustainability and social value in procurement and how to reflect relevant sustainable objectives in contracts.
10. Knowledge of stakeholder mapping and communication techniques.
11. Well-developed analytical skills and ability to analyse complex information to problem solve and / or inform decision making.
12. IT literacy and up to date practical experience of relevant software packages including Microsoft Office and procurement systems.
13. Excellent ability to communicate with, and relate to others with empathy, at all levels both internally and externally.
14. Well-developed interpersonal skills and emotional intelligence.
15. Ability to lead a team with clarity in relation to goals and targets.
16. Ability to convey complex legislation in plain English to team and others.
17. Excellent report writing and presentation skills with a well-developed critical and analytical approach to reviewing documentation.
18. Passionate and positive about change, customer focus, sustainability, social value and carbon reduction.
19. 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.
20. Integrity - Ability to lead by example in an honest and open manner. Ability to deliver on promises, being professional, responsible and accountable.
21. 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.
22. Flexible - willing to adapt to new tasks, duties and types of work. Ability to work independently with a high level of self-motivation. Organisational and time management skills and ability to plan and organise activities and events.
23. 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.
24. Keep up to date the CIPS required standard of Continuous Professional Development.

DESIRABLE CRITERIA:

1. Relevant Degree in procurement, logistics, sustainability, or related discipline.
2. Other relevant professional qualification.
3. At least two years' recent experience in public procurement.
4. Extensive experience in implementing innovative sustainable procurement initiatives.
5. Experience in leading and managing change projects.

6. Knowledge of the Public or Utilities Contracts Regulations.
7. Understanding of Scope 3 Carbon and relevant value chains.
8. Knowledge of Carbon Accounting and offsetting.
9. Knowledge of the circular economy and waste reduction systems.
10. Knowledge of environmental standards for procurement and supplier accreditation / certification schemes.
11. Knowledge of social value in procurement and application in contracts and the supply chain.
12. Knowledge of UN SDGs including sustainable consumption.
13. Experience in change management tools and techniques.
14. Strong clear leadership skill with ability to deploy appropriate management styles.