



Candidate Information

Position: Procurement Manager
School/Department: Financial Services
Reference: 22/109702
Closing Date: Monday 4 April 2022
Salary: £34,304 - £40,927 per annum.
Anticipated Interview Date: Tuesday 26 April 2022

JOB PURPOSE:

This role delivers professional procurement services to designated areas of the organisation supporting the delivery of University Strategy, this includes integrating social value and carbon reduction into procurement. The role takes the lead on high value procurement projects putting value for money and customer requirements at the core. It provides professional procurement and supply advice, supporting University project teams and senior staff.

MAJOR DUTIES:

1. Develop procurement strategies to meet organisational needs. 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. For example, proactively represent organisational requirements at national consortia level.
2. Lead and manage multiple high value procurement projects simultaneously to ensure successful delivery within allocated targets, timescales and budgets. Use professional experience and knowledge to assess and create solutions for procurement needs. Lead the quality assurance and record keeping of supplier appointments.
3. Provide advice and guidance on the procurement processes, systems and procedures within the University to all levels of staff, including the delivery of training where required. Take the lead and/or participate in 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, staff forum, wellbeing etc.
4. Design and implement practical procurement solutions for procurement issues that have multiple end-users which span the organisation. For example, designing frameworks, dynamic procurement systems and organisational agreements which integrate with the e-Marketplace and call off systems that have the end user in mind.
5. Manage internal and external stakeholder expectations and contribute to the attainment of high customer and quality service standards. Ensure key relationships are actively managed and ensure there is an appropriate communications plan to deliver a high level of customer service.
6. Tailor, continuously improve and use management information e.g. spend data, to create and implement action plans for procurement activities. Analyse data and put forward recommendations for change to improve procedures and systems.
7. 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.
8. Review, interpret and make recommendations regarding changing policy and legislation that impacts procurement operations. Search for legitimate sources of guidance, interpret and apply this to practical scenarios.
9. 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.
10. 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.
11. Deputise for other procurement staff and/or covering the duties of others where necessary.

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) and agreement to attain CIPS Level 6 within 2 years of appointment.
2. * Significant (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 capital programmes or works.
3. * Experience/knowledge of major programmes for procured equipment and/or services.
4. * Experience of UK Public Procurement and concession law.
5. * Experience in the design and delivery of procurement training.
6. * Experience of procure-to-pay software and the management of e-marketplace platforms.
7. Demonstrable ability to deputise for Senior Procurement Managers when required.