

Job title: Procurement Manager

Line manager: Procurement Business Partner

Grade (if applicable): Grade 3

Direct reports: Yes (potentially)



Role purpose:

To support the category management approach across the Group to ensure that goods, services and works are procured efficiently and achieve value for money through providing procurement and commercial expertise, and market knowledge.

This role is responsible for leading on high value complex procurement projects, providing procurement expertise, managing and developing third party suppliers. To support Procurement Business Partners with the development of category management strategies.

Key results:

- To support the development and implementation of category and procurement strategies, seeking agreement with business areas, to meet the objectives of the Group. Considering such things as stakeholder views, latest thinking, best practice and legislative requirements.
- To establish and maintain excellent collaborative relationships with key stakeholders, at all levels of the Group, to deliver joined-up approaches to the delivery of goods, services and works. Establish and maintain an accurate forward plan of contracts covering all current and future requirements.
- Provide expert and professional advice, guidance, challenge and support on internal Procurement Policy and Procedures and the Public Contracts Regulations as well as other relevant legislation. To ensure that all Group employees fully comply with relevant rules and legislation as appropriate.
- Lead on high value (above threshold) complex procurement projects, in line with agreed strategies, taking responsibility for market engagement, option appraisals, the procurement process, evaluations, negotiations and contract execution.
- Actively support a culture of integrity, ethics and compliance to support the building of a stronger Group through a thorough understanding of Group policies and processes; challenging the behaviours of others across the Group to ensure policies and processes are adhered to; ensuring that controls are properly designed, operated, and regularly reviewed; input into the risk management process to ensure risks are documented and mitigated in accordance with the Group risk appetite statement.

Success metrics:

- Delivery of cashable and non-cashable savings.
- Project delivery in compliance with relevant legislation and internal Group policies.
- Ensure buy-in and collaborative working across the Group.
- Clear pipeline of procurement activity.
- Build, lead and maintain effective relationships across the Group.
- Excellent customer feedback.

About you:

You will be:

- Personable
- Knowledgeable
- Organised
- Methodical in approach
- Credible

Version Date:

Signed off by:

You will have:

- Relevant professional qualification(s) e.g. CIPS to level 5
- Experience and knowledge in developing and successfully delivering category, procurement and / or contract management strategies; realising cashable and non-cashable benefits.
- Relevant experience as a professional expert in a large complex organisation with expert knowledge in the specialist field.
- Significant experience and knowledge of delivering procurement projects on time and to budget using a structured methodology e.g. PRINCE2.
- Experience in leading a range of public procurement procedures.
- Expert knowledge and understanding of the systems, policies, procedures, professional guidelines, legislation, best practice and emerging developments within the scope of the categories of spend.
- Proven people management skills and experience.
- Understanding of commercial contract terms and conditions.
- Excellent stakeholder management skills, including influencing skills and ability to develop business networks and work collaboratively.
- Strong verbal and written communication, interpersonal and influencing skills.
- Strong presentation skills, good IT skills including MS Office applications and specialist systems.