

Job Description and Person Specification Procurement Lead

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Head of HR Services

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Job Description

Directorate Resources	Grade M1
Service Procurement	Job evaluation number A3187
Reports to Procurement Manager	Responsible for None

Job purpose and role

- To develop and implement sourcing strategies for high level spend areas in order to reduce and optimise external expenditure, ensuring adherence to company policies/procedures and regulations.
- To manage strategic suppliers and contractors in accordance with Procurement management systems to drive strong performance and improvements.
- To contribute to the continuing progression of the Procurement Team towards delivering an effective and efficient service to its customers.

Main duties and key result areas

- Lead sourcing activities on major expenditure projects, products or services, ensuring full support and engagement with business stakeholders.
- Ensure that all expenditure related activity is conducted in accordance with the Public Contracts Regulations 2015 and in line with internal policies and procedures.
- Development and implementation of key contracts and framework agreements ensuring high quality, sustainable and value for money solutions are in place with strategic suppliers and contractors.
- Ensure that effective risk management is carried out throughout all Procurement processes in line with company policies.
- Responsible for delivery towards the Procurement annual savings targets including Value for

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Money savings.

- Build and maintain effective working relationships within the Procurement team, internal customers and external suppliers and contractors.
- Provide guidance on procurement policies and procedures when managing a procurement related process.
- Be a role model within the team to elevate the profile of the Procurement team.
- Deputise for the Procurement Manager as and when required.
- Be available across the organisation through travel to all sites within Beyond Housing.

The above is not an exhaustive list of duties required. You will be required to undertake any other reasonable duties in line with the purpose and grading of the role.

ALL employees are expected to:

- Live the company values so that the highest standards of customer care can be achieved.
- Be committed to diversity and inclusion of all, promote value for money, efficient services, so that excellence in all that we do is pursued through continuous improvement.
- Contribute to development of and strive to meet departmental, team and individual targets.
- Participate in the staff appraisal and development scheme, one to one performance discussions and attend identified training to ensure continuous learning and improvement.
- Comply fully with the Code of Conduct, health and safety requirements, legislation, regulations, policies and procedures.
- Attend meetings or provide services outside of the usual working hours where reasonably requested to do so.
- Promote value for money and continuous improvement within the service area.
- Have an overall understanding of the risks and implications associated with the requirements of the role and takes appropriate action to mitigate any potential consequences.

Managers are also be expected to:

- Deliver departmental projects and initiatives as identified in the corporate and departmental plans.
- Lead, manage and motivate staff, apply the staff appraisal and development scheme, one to one performance feedback discussions and ensure that employees attend identified training.

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- Monitor service delivery and progress towards targets to ensure standards are met and where possible exceeded.
- Effectively manage physical, human and financial resources allocated as your responsibility.
- Accept and exercise responsibilities identified in company policies and procedures, particularly for compliance with health and safety.

Signed _____ Date _____

Print Name _____

Version No	Revision Date	Reason for Revision
1		New role

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Person specification

Attribute	Detail	Essential or desirable
Skills and abilities	Ability to challenge the status quo and develop suitable options	E
	Ability to influence at levels, including both internal customers and external suppliers	E
	Excellent communication skills – written, verbal, report writing and presentation format	E
	Ability to meet targets and deadlines	E
	Excellent negotiation skills along with good commercial acumen	E
	Able to create and manipulate spend reports and develop suitable sourcing strategies from the data	E
	Ability to work across multiple sites throughout the organisation	E
Knowledge and experience	Experience of working to Public Contracts Regulations 2015 and within OJEU requirements	D
	Experience of working with diverse and varied categories of spend	E
	Experience of devising and implementing sourcing strategies and contracts	E
	Understanding of contract law and ability to draft contracts with minimal support from legal professionals	D
Qualifications	Full driving licence (if you have a disability we will explore reasonable adjustments with you)	E
	Full membership to Chartered Institute of Purchasing & Supply or actively working towards this goal	E
	Evidence of a Higher Education in a relevant subject or exempting experience.	E
Personal attributes	Flexible and open to change	E
	Professional and customer orientated approach	E
	Effective team worker	E
	Committed to inclusion, equality and diversity	E
	Aligned to the aims and values of the company	E
	Committed to personal and professional development	E
	Proactive and committed to continuous improvement in service delivery	E
	Collaborative approach: one company, one team	E
	Focussed on leading, coaching, empowering and motivating employees	E
	Committed to team development and identification of on-going training needs	E

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Attribute	Detail	Essential or desirable
	Willing to take ownership and be accountable for decisions and actions	E
	Ensures decisions and actions are in line with company values, policies and guidelines	E