

JOB DESCRIPTION

Job title:	Group Procurement Manager
Accountable to (line manager):	Group Head of Finance
Scale:	Scale point 39 £41,202
Workload:	The post holder will be responsible for all procurement activity across the Group, ensuring compliance with UK procurement regulations and obtaining value for money for all expenditure. Focus on delivering an excellent client service culture, assisting the Finance department to ensure the integrity, accuracy and reliability of financial information.

Core expectations

- Ensuring Tone of Voice is consistent;
- Few rules and clear boundaries – an organisation concerned with student-focused decision making;
- Transparency, empowerment and accountability – a delegated model of authority as opposed to ‘command and control’; and
- Decision making as near to the frontline as possible – responsive, learner focused.

Components of the job

1.	Ensure compliance with all current UK legislation, Group Financial Regulations and Group policies and procedures in relation to the purchase of goods, services and works
2.	Develop and deliver category plans and strategies to identify cost reduction and quality improvements, including non-financial strategic intent, across the Group
3.	Ensure value added commercial and financial contract management techniques are used in the management of contracts through to contract close out to ensure benefits are realised including monetary savings and quality improvement
4.	Lead on a strategic spend management agenda in accordance with Group Financial Regulations and policy and procedure to achieve functional strategy and value for money
5.	Contribute to ensuring the provision of a customer focused function providing an appropriate and responsive service to internal and external stakeholders, contributing to an effective Group service offering
6.	Responsible for the successful tender and implementation of an eProcurement system; assisting in the implementation of key developments; develop and maintain an up to date knowledge of an eProcurement system and associated Procurement policies and procedures
7.	Build relationships with internal and external stakeholders to understand business requirements and identify opportunities to create value
8.	Document and maintain up to date policies and processes and ensure adherence to the Group Financial Regulations
9.	Provide advice and guidance on all Group procurement decisions ensuring compliance with the Group Financial Regulations and UK legislation; ensure all Group procurement documentation comply with legislation when conducting tendering exercises

10.	Fundamental contributor in the procurement of major capital contracts in liaison with Estates and Facilitates and Heads of Department
11.	Develop and maintain an annual, rolling three-year tender schedule
12.	Assist in the maintenance of a register of all Group capital and expenditure contracts; support the monitoring of capital income and expenditure across the Group
13.	Deliver KPI's relating to cost, quality, and supply; maintain procurement activity records, reports and data to support decision making processes ensuring accuracy and timely production
14.	Liaise and negotiate with budget holders, suppliers and purchasing consortiums
15.	Ensure appropriate and compliant training materials for all aspects of the procurement function are available and effectively distributed across the Group
16.	Expected to contribute to research and analysis (spend, cost benchmarking, etc.) to identify saving opportunities and develop strategic procurement activities
17.	To provide input to the Business Planning and Performance Review processes, where required
18.	To liaise with auditors, where appropriate, on relevant internal and external audits
19.	To participate in the Support Self-Assessment Review process, including development and monitoring of Key Performance Indicators
20.	Any other tasks appropriate to the role

Method of working

Education Training Collective expects all staff to work effectively, both as individuals and as part of a team, delivering high quality education and support to students and staff. In doing so, the Group expects all staff to display all of the core competencies as defined in the performance and development appraisal arrangements and to conduct themselves in a manner which befits their professional status and responsibilities.

Public relations

Considerable importance is attached to the role the Group plays in its various communities and specifically the relationships it has with schools, employers and other stakeholders. It therefore follows that all staff are expected to work to maintain and develop these relationships at every opportunity by positively promoting the work of the Group and the role it can play in supporting the aims of its stakeholders.

This job description is a guide to the work the post holder will be required to undertake. In consultation with the post holder, it may be amended from time to time by the Corporation and/or Chief Executive and Group Principal to meet changing circumstances. Specific targets and objectives will be agreed with the post holder and will be reviewed regularly as part of the performance management arrangements.

I acknowledge receipt of the above job description, detailing the duties and responsibilities of this post and confirm my acceptance of them.

Signed:		Dated:	
Print name:			

Personal Specification

Personal attributes required	Essential (E) or Desirable (D)
Qualifications:	
Degree level education or equivalent through relevant training/experience	E
Working towards membership or a member of the Chartered Institute of Purchasing and Supply (CIPS)	E
Evidence of continuous professional development in procurement and a willingness to undertake appropriate CPD	E
Knowledge, Skills and Experience:	
Experience in public sector / education / training / FE College at an appropriate level	D
Experience in successful tender processes ensuring compliance with UK procurement regulations	E
Experience of working on large, complex tenders and the preparation of framework agreements	E
In depth knowledge of UK Public Contracts Regulations 2015 (as amended from time to time)	E
Experience in the implementation and operation of eProcurement systems	E
Significant experience in the delivery of value for money	E
Excellent level in Microsoft Office products including Excel, Word and Outlook; demonstrate ability to use Excel for analytical purposes	E
Experience of working with auditors	E
Personal Qualities:	
Ability to negotiate and influence successfully	E
Business acumen and commercial awareness	E
Ability to critically evaluate opportunities, options and solutions and take informed decisions based on evaluation	E
Ability to present financial information in an understandable format	E
Ability to produce concise and accurate written reports	E
Ability to support the training of non-financial managers in finance skills	E
Commitment to continuous improvement and change	E
Commitment, flexibility and ability to work to tight deadlines, under pressure, managing multiple projects simultaneously	E
Excellent interpersonal skills able to relate to all internal and external stakeholders; customer centric approach	E
Active commitment to equality of opportunity for all	E

Other:	
Enhanced DBS check	E
Full UK driving licence / facility to visit offsite locations	D