

# Job Description and Person Specification

## JOB DESCRIPTION

Post title:	<b>Procurement Manager</b>		
Academic Unit/Service:	Professional Services		
Faculty:	Finance; Procurement		
Career Pathway:	Management, Specialist and Administrative (MSA)	Level:	4
*ERE category:	n/a		
Posts responsible to:	Senior Category Manager - Level 5		
Posts responsible for:	None		
Post base:	Office-based/Non Office-based (see job hazard analysis)		

Job purpose
<p>Contribute to the Procurement Team providing robust and effective procurement advice, guidance and support to customers, suppliers and managers in accordance with internal and external requirements and regulations, including but not limited to undertaking procurement procedures, letting contracts, preparing procurement strategies and implementing a wide range of supply, service, consultancy, research equipment and works procurement arrangements.</p> <p>Take responsibility for various assigned spend categories (Category Management) of spend and create and lead cross-functional sourcing teams to deliver significant demonstrable cost savings and other efficiencies, in conjunction with the senior category manager.</p>

Key accountabilities/primary responsibilities	% Time
1. Working with the senior category manager, develop and lead the procurement related strategy for various assigned spend categories, from the creation of category plans to, supplier selection, to solution implementation, to supplier relationship management. To develop category and sourcing strategies for various high value and / or high risk and / or complex spend areas.	10 %
2. To contribute to University wide projects using specialist knowledge to develop and define all current commercial and operational baselines for the all sourcing projects	5 %

Key accountabilities/primary responsibilities		% Time
3.	To carry out detailed assessment / analysis of issues, problems, and opportunities, to analyse supply market players, supply market conditions and relevant cost drivers in order to scope, procurement, implement and deliver compliant, quality and value for money arrangements on behalf of the University.	25 %
4.	Provide expert advice and guidance on legislation and regulations relating to procurement. In accordance with the category plan, prepare tender documentation ensuring compliance with internal regulations and external requirements (including procurement and other relevant legislation, where relevant grant conditions). Identify and liaise with internal and external stakeholders as appropriate. Undertake procurement procedures assigned including high value, complex and high risk projects where required. Negotiate, contract and implement chosen solution	40 %
5.	Using best practice contract management and supplier relationship principles ensure contracts are structured to enable successful management of the supplier relationship to extract increased value for money in terms of cost and performance. Where relevant and required manage the supplier relationship and / or contract on behalf of the University. Provide demonstrable evidence for all cost savings and efficiencies. Work with relevant teams and stakeholders to drive contract compliance	10 %
6.	Seek opportunities for collaboration which enhance the position of the University in relation to procurement practice and leverage of expenditure	5%
7.	To line manage staff as required.	
8.	Deputise for Senior Category Manager as required.	
9.	Any other duties as allocated by the line manager following consultation with the post holder.	5%

Internal and external relationships
The development of strong, trustworthy relations with both internal (end users, other professional services and academics) and external (suppliers and collaboration partners) is essential to understand and influence sourcing decisions.

Special Requirements

## PERSON SPECIFICATION

Criteria	Essential	Desirable	How to be assessed
Qualifications, knowledge and experience	<p>Skill level equivalent to achievement of HND, Degree, NVQ4 or basic professional qualification.</p> <p>Proven experience of planning and progressing work activities within broad professional guidelines and/or broad organisational policy. Specifically experience of undertaking procurement procedures compliant with relevant organisational and legislative procurement requirements.</p> <p>Understanding of how the specialist/professional services provided by the post-holder support the objectives of the University, proven experience of providing high quality and effective expert advice and guidance on procurement regulations</p> <p>Able to apply an awareness of principles and trends in a specialist or professional field and an awareness of how this affects activities in the University. Including but not limited to understanding issues, opportunities, market drivers etc in order to ensure procurement arrangements are scoped to meet the needs of the University and deliver best value for money.</p>	<p>Membership or studying towards Chartered Institute of Procurement and Supply (or equivalent membership of relevant professional body).</p> <p>Experience of undertaking procurements compliant with and utilising the procedures as specified by EU Procurement Directives</p>	
Planning and organising	<p>Able to seek opportunities to progress a broad range of activities within professional guidelines and in support of University policy. Specifically experience of developing procurement strategies to deliver maximum value for money for the Organisation</p>	<p>Experience of successful project management.</p> <p>Experience / knowledge of category management principles with successful realisation of associated benefits.</p>	
Problem solving and initiative	<p>Able to develop understanding of long-standing and complex problems and to apply professional knowledge and experience to solve them.</p>		
Management and teamwork	<p>Able to proactively work with colleagues in other work areas to achieve outcomes.</p> <p>Able to delegate effectively, understanding the strengths and weaknesses of team members to build effective teamwork.</p> <p>Able to formulate development plans for own staff to meet required skills.</p>	<p>Experience of successfully managing and developing staff.</p>	
Communicating and influencing	<p>Able to provide accurate and timely specialist guidance on complex issues.</p>		

	<p>Able to use influencing and negotiating skills to develop understanding and gain co-operation. Demonstrable evidence of excellent communication and influencing skills within a complex and diverse operating environment.</p> <p>Experience of interacting with all levels of staff across the organisation and external stakeholders as required (suppliers etc)</p> <p>Evidence of excellent written and verbal communication, with a close attention to detail</p>		
Other skills and behaviours			
Special requirements			

## JOB HAZARD ANALYSIS

### Is this an office-based post?

<input checked="" type="checkbox"/> Yes	If this post is an office-based job with routine office hazards (e.g.: use of VDU), no further information needs to be supplied. Do not complete the section below.
<input type="checkbox"/> No	If this post is not office-based or has some hazards other than routine office (e.g.: more than use of VDU) please complete the analysis below. Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder.

## - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

ENVIRONMENTAL EXPOSURES	Occasionally (<30% of time)	Frequently (30-60% of time)	Constantly (> 60% of time)
Outside work			
Extremes of temperature (e.g.: fridge/ furnace)			
## Potential for exposure to body fluids			
## Noise (greater than 80 dba - 8 hrs twa)			
## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below:			
Frequent hand washing			
Ionising radiation			
<b>EQUIPMENT/TOOLS/MACHINES USED</b>			
## Food handling			
## Driving university vehicles(eg: car/van/LGV/PCV)			
## Use of latex gloves (prohibited unless specific clinical necessity)			
## Vibrating tools (eg: strimmers, hammer drill, lawnmowers)			
<b>PHYSICAL ABILITIES</b>			
Load manual handling			
Repetitive crouching/kneeling/stooping			
Repetitive pulling/pushing			
Repetitive lifting			
Standing for prolonged periods			
Repetitive climbing (ie: steps, stools, ladders, stairs)			
Fine motor grips (eg: pipetting)			
Gross motor grips			
Repetitive reaching below shoulder height			
Repetitive reaching at shoulder height			
Repetitive reaching above shoulder height			
<b>PSYCHOSOCIAL ISSUES</b>			
Face to face contact with public			
Lone working			
## Shift work/night work/on call duties			