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| Last updated: | 29 July 2024 |

**JOB DESCRIPTION**

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| Post title: | **Deputy Head of Procurement** | | |
| Academic Unit/Service: | Finance, Procurement | | |
| Faculty: | Professional Services | | |
| Career Pathway: | Management, Specialist and Administrative (MSA) | Level: | 5 |
| \*ERE category: | n/a | | |
| Posts responsible to: | Head of Procurement | | |
| Posts responsible for: | 1 x L5, 1 L4, 1 x L2b | | |
| Post base: | Office-based/Non Office-based (see job hazard analysis) | | |

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| Job purpose |
| * To deputise on behalf of the Head of Procurement * To create, manage and continuously improve the overall governance and risk management processes for procurement across the organisation. Develop measurable improvements in efficiencies for the University through procurement improvement, demonstrating the value of category and contract management. Ensure processes and procedures are robust and compliant with all relevant legislation. * Drive process improvement and compliance in procurement activity across the University. |

| Key accountabilities/primary responsibilities | | % Time |
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|  | To provide strategic oversight in the development of the procurement, contract management and supplier relationship operating framework across the whole organisation, leading specialist advice and best practice delivery throughout the whole procurement and supply cycle.  Ensure procurement processes and procedures are robust and compliant with all relevant legislation.  Lead on the development, implementation and monitoring of procurement methods and tools to ensure that the University adopts leading practices (including production of suitable templates, and review of existing practices) Ensure procurement practices are updated regularly, through collaboration with HEIs and other relevant organisations.  Lead on commercial contract management practice, ensuring there is an appropriate framework in place, providing for the monitoring and evaluation of supplier performance across the organisation. Supporting the internal supplier contract management team and operational contract managers across the University to drive continuous improvement.  Act as the subject matter expert for various topics indirectly linked to the procurement process and resulting contracts (eg insurances, TUPE, GDPR etc). Acting as a hub to collect and disseminate information.  Working with the Head of Procurement understand and manage all aspects of procurement governance and risk management. Ensure timely decision making and the appropriate management of risk including the implementation of any mitigating actions. | 40% |
|  | To enable the implementation of the Procurement strategic plan.  In conjunction with the Category and Contract managers, assess the workload of the teams and their members, prioritising and allocating projects across the teams and reviewing progress against the agreed deadlines Ensure that workload is spread appropriately across the team, balancing competing priorities and ensuring there is an appropriate balance between strategic priorities and business as usual tasks.   * Produce a range of KPIs for procurement and contract activities and projects in conjunction with internal and external requirements. * Ensure that the data within procurement and contracts related systems (eg Spend Analysis tool, e-tendering and contracts portal) is relevant and reliable. Produce management information for Faculties and Professional Services including accurate spend and supplier data. * Produce information packs for the Strategic Procurement Board (or similar), develop wave plans which meet the strategic priorities of the University and drive relevant savings targets which are achievable and measurable. * Produce information packs on behalf of the team for reporting purposes (eg FoIA, Procurement Value Survey etc) | 20% |
|  | Lead on the production / collation of information on best practice available for stakeholders (eg internal and external customer groups). Ensure that information is relevant, reliable and easy to access, meeting the needs of each stakeholder group. Undertake regular customer liaison and ensure timely feedback. Ensure website content is regularly reviewed and relevant to meet stakeholder needs and promote continuous business improvement. | 10% |
|  | To lead, contribute or support Finance and University wide projects in order to deliver specific objectives or introduce changes to the meet the needs of the University, as required. Lead on specialist or complex procurement projects as required. | 10% |
|  | Deputise for the Head of Procurement  Attend internal and external meetings on behalf of Procurement, deputising for Head of Procurement. | 10% |
|  | To line manage direct reports, exercising good people management practices including mentoring, coaching, training, advice and guidance as necessary. Ensure the right mix of skills and capabilities through continuous professional development, recruitment and performance feedback.  To oversee contractors  The number of line reports and contractors to manage will vary according to the number and complexity of specific projects being undertaken within Procurement | 5% |
|  | Any other duties as allocated by the line manager following consultation with the post holder | 5% |

| Internal and external relationships |
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| * The post holder will be expected to undertake the duties as part of an integrated team and will be expected to adopt priorities and engage in activities which promote the effective working of the whole team. * The post holder will be expected to play a leadership role and assist other procurement staff in embedding a “business and service culture” within the organisation. * It is expected that the duties will be performed in the light of the relevant activities in Higher Education generally. The post holder will be expected to be aware of the activities and initiatives being formulated nationally and internationally within procurement and keep up to date with changes to working practices. |

| Special Requirements |
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| **None** |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | Skill level equivalent to achievement of a professional qualification or postgraduate degree, or significant professional relevant knowledge and experience  Demonstrable work experience delivering complex procurement projects within a category management approach  Procurement governance best practice, leading practice processes for sourcing, supplier management and category management  Demonstrable experience developing and delivering category wave plans, demonstrating substantial changes to activity from stakeholders  Proven successful and significant experience of working at a strategic level and senior level within a large, complex and multi-disciplinary organisation  Understanding of the strategic context for procurement within a large and complex organisation  An understanding of commercial drivers within a specific category area. Demonstrate how this information changed the category approach  Demonstrable ability to analyse and translate user requirements into technical solutions | MCIPS qualification  Knowledge and experience of alternative service delivery models  Proven extensive knowledge of Public Procurement Regulations | CV, certificates, references, interview, work experience |
| Planning and organising | Ability to plan activities with an appreciation of the long-term issues, ensuring plans complement broader operational strategy.  Excellent prioritisation skills, thoroughness, accuracy and attention to detail  Resource management with the ability to agree priorities and negotiate for resources  Experience in managing a portfolio of projects simultaneously demonstrating how risks were managed and mitigated  Proven ability to maintain engagement throughout a project, with multiple stakeholders at a variety of levels. |  | CV, references, interview, work experience |
| Problem solving and initiative | Proven ability to assess complex issues; and to apply originality in modifying existing approaches to solve problems  Confidence to challenge existing work practices.  Proven ability to assess and appropriately manage risk where appropriate. |  | CV, references, interview, work experience |
| Management and teamwork | Demonstrable leadership, organisational and planning skills with the ability to share knowledge with colleagues at all levels  Identify and exploit opportunities for continuous improvement of management process.  Proven ability to motivate and lead a team and achieve tight deadlines whilst delivering excellent customer service  Proven ability to deliver the Line Manager’s expectations as stated in Appendix 2  Proven ability to manage team dynamics, ensuring any potential for conflict is managed effectively | Positive experience of dealing with resource and performance management issues | CV, references, interview, work experience |
| Communicating and influencing | Excellent communication skills to liaise with colleagues at all levels, within the team, the department and across the wider University  Finely tuned stakeholder management skills to ensure effective engagement at all levels  Able to interact with other areas of the organisation to generate and co-ordinate original ideas or developments.  Ability to produce clear and concise documentation and management information  Ability to present your ideas to a diverse audience to shape and influence changes of behaviour  Proven ability to research, prepare and present formal papers |  | CV, references, interview, work experience |
| Other skills and behaviours | Keenness to research current market place and keep up to date with relevant developments  Methodical, calm and clear-thinking under pressure |  | references, interview, work experience |
| Special requirements | To role model the Southampton behaviours (see appendix 1) and work with the management team to embed them as a way of working across the department / directorate / University |  | interview |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

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| Yes | If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below. |
| No | If this post is not office-based or has some hazards other than routine office (eg: 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.

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| **ENVIRONMENTAL EXPOSURES** | **Occasionally**  (<30% of time) | **Frequently**  (30-60% of time) | **Constantly**  (> 60% of time) |
| Outside work |  |  |  |
| Extremes of temperature (eg: 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 |  |  |  |
| **EQUIPMENT/TOOLS/MACHINES USED** | | | |
| ## 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) |  |  |  |
| **PHYSICAL ABILITIES** | | | |
| 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 |  |  |  |
| **PSYCHOSOCIAL ISSUES** | | | |
| Face to face contact with public |  |  |  |
| Lone working |  |  |  |
| ## Shift work/night work/on call duties |  |  |  |

Appendix 1. Embedding Collegiality

Collegiality represents one of the four core principles of the University; Collegiality, Quality, Internationalisation and Sustainability. Our Southampton Behaviours set out our expectations of all staff across the University to support the achievement of our strategy.

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| **All staff** | **Behaviour** |
| **Personal Leadership** | I take personal responsibility for my own actions and an active approach towards my  development |
| I reflect on my own behaviour, actively seek feedback and adapt my behaviour accordingly |
| I show pride, passion and enthusiasm for our University community |
| I demonstrate respect and build trust with an open and honest approach |
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| **Working Together** | I work collaboratively and build productive relationships across our University and beyond |
| I actively listen to others and communicate clearly and appropriately with everyone |
| I take an inclusive approach, value the differences that people bring and encourage others  to contribute and flourish |
| I proactively work through challenge and conflict, considering others’ views to achieve  positive and productive outcomes |
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| **Developing Others** | I help to create an environment that engages and motivates others |
| I take time to support and enable people to be the best they can |
| I recognise and value others’ achievements, give praise and celebrate their success |
| I deliver balanced feedback to enable others to improve their contribution |
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| **Delivering Quality** | I identify opportunities and take action to be simply better |
| I plan and prioritise efficiently and effectively, taking account of people, processes and  resources |
| I am accountable, for tackling issues, making difficult decisions and seeing them through  to conclusion |
| I encourage creativity and innovation to deliver workable solutions |
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| **Driving Sustainability** | I consider the impact on people before taking decisions or actions that may affect them |
| I embrace, enable and embed change effectively |
| I regularly take account of external and internal factors, assessing the need to change and  gaining support to move forward |
| I take time to understand our University vision and direction and communicate this to  others |

Appendix 2. Line Manager Expectations

The statements below provide additional clarity on what is expected of our line managers and supervisors.

Managing People: Manage and support your peoples work productivity, performance, wellbeing and development to maximise their contribution and enable personal growth.

Managing the Student and Customer Experience: Ensuring our students and the customer are at the centre of everything we do, always considering their needs before acting, to ensure we deliver a high quality experience every time.

Managing Financial Decisions: Make well informed and timely financial decisions with an understanding of the consequences and impact on the financial sustainability of the University.

Managing Compliance: Understand and apply the University regulations, policies, guidelines, and legal requirements to ensure continued operational compliance.

Managing Risk: Identify potential risks, assess probability and impact and take appropriate steps to mitigate the risk or maximise potential benefits.