

ROLE: Procurement Manager
 Competitive salary and package depending on experience
 Date: March 2024



Role	Need to do	Need to know	Values and Behaviours
<p>Role Purpose:</p> <ul style="list-style-type: none"> To act as the company's in-house procurement expert, developing policy and practices, advising those undertaking procurement exercises. <p>Financial:</p> <ul style="list-style-type: none"> Certain financial responsibilities as may be set out in the authorised signatory list and other relevant policies. <p>Non-Financial:</p> <ul style="list-style-type: none"> Health and Safety Performance management and reporting <p>Delegated Authority Levels:</p> <ul style="list-style-type: none"> As set out in the authorised signatory list. <p>Reports to:</p> <ul style="list-style-type: none"> Head of Finance <p>Relationships Internal:</p> <ul style="list-style-type: none"> Executive Directors, Board, Non-Executive Directors, Heads of Service, Portfolio Managers and other LGPSC staff 	<p>Outcomes:</p> <ul style="list-style-type: none"> To implement and promote the company's procurement policy and practices (working with both the Finance and Legal teams). To actively promote the importance and benefits of effective procurement within the organisation. To advise officers of the company on procurement matters and take part in procurement exercises where required. To ensure compliance with relevant procurement legislation. To monitor and remain up to date with developments in procurement legislation and best practice and advise the company accordingly. To prepare template procurement documentation and to assist those leading on procurements in the completion of documentation. To operate the electronic contracts management system. To manage the contracts register including monitoring contract renewal/re-procurement dates and supporting the company in planning accordingly. To monitor progress on procurement exercises underway at any given time. To oversee the management of ongoing contracts, including supporting and advising 	<p>Skills/Knowledge/Experience/Competence:</p> <ul style="list-style-type: none"> In-depth understanding and significant experience of carrying out procurements in accordance with the Public Contract Regulations. Significant experience of preparing and/or reviewing procurement documentation and the evaluation of submissions. Strong commercial acumen and negotiation skills. Experience of working with an electronic tendering system. Able to communicate complex and highly technical matters in a way which is understandable and relevant. Strong reasoning and problem-solving skills, able to develop pragmatic solutions to complex problems. Excellent report-writing skills. Active participant in continuous professional development, with an up-to-date knowledge of relevant procurement, investments and pensions matters including an up-to-date awareness of best practice in the field of procurement. Able to build effective relationships at all levels of the company and across the wider industry. 	<p>Values</p> <ul style="list-style-type: none"> Be curious enough to challenge and strong enough to change. Own outcomes with ambition and pride. Build trust through transparency and teamwork. Strive to shape a better future for everyone. <p>Behaviours:</p> <ul style="list-style-type: none"> Constructively challenging how we do things, offering solutions, striving for efficiencies Being receptive to feedback and learning from outcomes. Open, fair, and transparent, acting with integrity. Doing the right thing. Honest and trustworthy Empowered in making right decisions. Collegiate, celebrating successes. Owning and being accountable for outcomes. Inclusive approach and treating individuals peer to peer as adults. Listening to individual ideas to support growth.

	<p>lead officers in the oversight of suppliers and performance management.</p> <ul style="list-style-type: none"> • To prepare and present reports to internal committees on procurement matters. • To act as the lead user of the company's procurement IT system. • To contribute to the wider work of the Finance team. • To contribute to LGPSC RI&E initiatives as and when required and to be familiar with the Company's RI&E policy and approach. 	<ul style="list-style-type: none"> • Highly organised and able to work to deadlines and manage competing priorities under significant time pressures. • Strong interpersonal, communication and people management skills. • High degree of professional ethics, integrity and gravitas, able to build belief and credibility. • Analytical thinker with high standards of professional judgement and objectivity. • Innovative and actively challenges existing ways of working, driving improvements within the Finance team and across the wider company, promoting a culture of continuous improvement. <p>Qualifications</p> <ul style="list-style-type: none"> • Relevant Procurement qualification, e.g., CIPS 	<ul style="list-style-type: none"> • Keeping in mind the impact on our clients, community, colleagues, and company in all decisions and striving for the best outcomes for all. • Friendly and approachable with an open mind to work cross functions.
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