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| Job Title: Procurement Manager | |
| Job Evaluation Number | B871 |

JOB DESCRIPTION

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| Job Title: Procurement Manager | Location: Meadow House, HQ North |
| Job Family: Business Support | Role Profile Title: BB4 Police Staff |
| Reports To: Business Partner (for relevant procurement portfolio) | Band level: 4J |
| Staff Responsibilities (direct line management of): Sourcing & Contract Management Specialist(s) | |

a. **OVERALL PURPOSE OF THE ROLE:** Defines the role, put simply, why it exists.

The overall purpose of the role is to:

- Take responsibility for all aspects in a specific category of spend
- Maintain up to date market expertise in order to work closely with key stakeholders to develop and execute category plans that achieve the Force's objectives for the specific category, achieving the best value for the Forces whilst mitigating any risk.

b. **KEY ACCOUNTABILITY AREAS:** Define the important aspect of the role for which the job holder is responsible for results or outcomes.

The key result areas in the role are as follows:

1. Act as the primary Category lead reporting to relevant Business Partner. Interface and be the focal point with the stakeholder project teams for all procurements defined within your Portfolio. Undertake and manage the effective delivery of the Procurement Strategy, policies & procedures and savings programme on an assigned Category Group/Portfolio basis in order to provide a professional procurement service to stakeholders.
2. Provide best practice procurement advice and end to end sourcing project management to stakeholders - develop sourcing specifications and the sourcing approach with Stakeholders.
3. Understand key commercial drivers and commercial success criteria for procurements undertaken within your portfolio and act as procurement challenge within the procurement governance process. Initiate and develop business cases, reports and committee items as required and present to the appropriate internal and external stakeholders.
4. Undertake and deliver the Savings Programme assigned to your Category Group / Portfolio and team and deliver cashable savings opportunities for your assigned Category. Undertake the implementation of proactive cost reduction and supplier improvement programmes within your Category/Portfolio, as defined by the Head of Procurement in order to deliver best value for the Force.
5. Undertake the creation and marketing of Category plans and identify where corrective action is needed to ensure procurement issues are managed effectively throughout the procurement cycle. Manage supply market and supplier research activity to support the development of strategic plans and undertake Category / Market appraisal exercises in order to develop and maintain core knowledge sufficient to identify best value options.
6. Identify, develop and provide input into business cases, reports, committee items and present to the appropriate internal and external stakeholders.
7. Support the development of positive relationships with key senior stakeholders to raise awareness of the benefits of a strategic approach to spend management. Provide category and strategic sourcing insight to enable the stakeholders to make informed choices about the way in which its expenditure is deployed.

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8. Manage and / or coordinate project teams to deliver procurements, providing strategic sourcing advice and support to stakeholders on the management of in scope contracts and supplier relationships. Undertake the identification and implementation of innovative sourcing approaches to deliver projects to enhance levels of service and minimise costs, ensuring compliance with the overall Procurement strategy and seek to safeguard contractual and commercial risk.

Additional Comments: Depending on the portfolio some Procurement Managers will be responsible for the supervision of Sourcing & Contract Management Specialist(s) including their training and development through the PDR process, motivation, workload planning, welfare, monitoring and quality assurance.

c. **DIMENSIONS:** Include matters as key result areas that make the greatest demands on the role holder, seasonal pressures, items processed, the number of customers and/or level of authority to make financial decisions or commit other resources.

Further Comments:

Develop and focus on category areas to develop market expertise.

Quality assure the work of the Sourcing and contract management specialists and support development.

Challenging internal stakeholders on requirements i.e. specifications.

Ensure the annual category plan is sufficient to meet Force needs and delivery on expected savings.

Accountable for the management of spend within their defined categories of responsibility (currently circa £28m building & construction, £16m Operations, £11m Professional Services, £31m IT) in annual non-pay expenditure.

Accountable for overseeing the segmentation of suppliers/contracts within defined categories of responsibility to ensure appropriate contract management approach is implemented as well as overseeing commercial contract management of their defined contracts effectively (currently circa 11 building & construction, 115 Operations, 33 Professional Services, 42 IT).

Programming reviews and contract renewals as appropriate.

Delivering a Supplier Relationship Management system / approach in order to manage the under-performance of suppliers.

Improvement of contract compliance using technology, education & training.

Sign-off authority for appropriate levels up to those within the Force Financial Instructions.

d. CHARACTERISTICS OF THE ROLE

Expertise: Concerned with the level of administrative, professional and/or technical expertise (knowledge and skills) needed to perform the role effectively; may be acquired through experience, specialised training, and/or professional or specialist education and training.

| The knowledge or skills required in the role are as follows: | E/D |
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| 1. Proven track record of operating in a similar EU procurement regulated environment is required. | E |
| 2. Previous experience in delivering procurement activities for public and / or private sector organisations. Experience and understanding of EU Procurement Regulations. | E |
| 3. Excellent communication and influencing skills – both verbal and written. | E |

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| 4. Excellent personal organisational skills and attention to detail along with proven ability to work as part of a team with excellent interpersonal skills. | E |
| 5. Confident in the use of office IT systems and programs particularly Excel, Word & PowerPoint. | E |
| 6. Ability to produce high quality written reports. | E |
| 7. To be able to develop good working relationships with all levels of staff. | E |
| 8. Strong Team leadership and motivational skills. | E |
| 9. Full or working towards CIPS or equivalent Procurement and Supply qualification. | D |
| 10. Demonstrate experience at delivering savings to an organisation through effective category management. | D |
| <p>Additional Comments: At interview candidates will be asked to confirm:</p> <ul style="list-style-type: none"> • Willingness and ability to travel both around the Force area and regionally as dictated by the requirements of the role • Adhere to the CIPS code of ethics, and TVP's own ethical policies. | |