



Job Description

Job Title: Procurement Manager
Salary: £41,000pa - plus benefits

Responsible to: Commercial Manager
Responsible for: N/A

Job Purpose:

- To provide a professional and compliant procurement management service for Procure Plus and its member organisations, associates and partners, across a varied range of services and workstreams.
- To deliver effective commercial (mini) competitions across the Procure Plus product ranges and as required in a robust and compliant manner.
- Participate in the development and procurement of new services and workstreams.

Main Responsibilities:

The post holder will:

1. Deliver (mini) competitions within Procure Plus Framework Agreements in accordance with the legal structure and EU procurement directives, taking account of member, associate, partner and Procure Plus standing orders.
 2. Assist in the delivery of new and refresh framework procurement, liaising with internal and external teams, legal advisors, consultants and members, associate and partner teams etc.
 3. Keep abreast with developing procurement best practice and corresponding legal obligations.(eg: EU rules)
 4. Ensure that competitions are conducted in a robust and auditable manner, providing clear project plans/ timelines, close out reports and handover documents.
 5. Develop procurement programmes, monitor progress and instigate corrective actions to ensure programme compliance and report progress.
 6. Develop a streamlined mini comp process and procedure that can be standardised and utilised across competitions in conjunction with the operations/ systems teams/ client delivery teams. Monitor effectiveness of the procedure/ process and continuously develop and refine.
 7. Work closely with the Operations team to identify and deliver competition requirements. Provide project 'call off' guidance as required.
 8. Develop specifications in conjunction with Client technical teams or external advisors.
 9. Draft, seek approval and post contract notices as and where required.
 10. Effectively evaluate bids and report outcomes to clients and internal teams, notify bidders etc
 11. Work closely with the Business Support Manager to identify support requirements in delivering competitions and procurement processes.
 12. Assist in the effective communication in relation to procurement activity to tenants, partners, members, clients and the sector to maximise benefit and external perception.
 13. Support strategic projects as and where required with advice and guidance.
 14. Support SME organisations in procurement matters in collaboration with the operations and corporate social responsibility teams.
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15. Assist in the development of performance management, contribute to continuous improvement.
16. Attend members/ customers/ tenant (customer) meetings.
17. Attend board and operational meetings, team meetings as required.
18. Any other related procurement duties as required by the Commercial Manager, Chief Executive or Procure Plus Board.

Person Specification:

Essential	Desirable
<p>Experience</p> <ul style="list-style-type: none"> • A good degree preferably in procurement (or related discipline) • Member of or actively working towards membership of the Royal Institution of Chartered Surveyors, Chartered Institute of Purchasing and Supply. • A proven management track record in related areas of procurement and purchasing across private and public sectors including development, refurbishment, repair consultancy and social housing. • Knowledge of Framework Agreements and general commercial law, Mini competition process and EU procurement directives. • Able to problem solve with multi disciplined professionals and Clients to resolve issues • Managing complex, multiple and diverse procurement projects at various stages of implementation. • Working in collaboration with partners, stakeholders and third parties • Influencing and negotiation at all levels in complex and delicate situations • Project, Process Management and risk management skills. • Proactive intervention where required • Implementing change and or continuous improvement • Seeking best practice <p>Skills</p> <ul style="list-style-type: none"> • Excellent planning and organisational ability • Time and Resource Management • Able to work to internal and external deadlines. • High level of analytical skills • Excellent communication skills (written and oral) • Results orientated with high levels of conscientiousness and attention to detail. • Credible presenter, able to speak articulately and confidently 	<ul style="list-style-type: none"> • Project Management/ Planning software experience. • Experience working in a consultancy environment.

- Able to resolve conflict
- Able to analyse and use data effectively to inform decision making
- Creative and innovative in problem solving.
- Literate and experienced in the use of IT/ systems to enhance performance

Attitude

- Focused on excellence, attention to detail and customer facing.
- Patient and tenacious, high level of integrity
- Able to work under pressure and with minimal supervision
- Appreciates, understands and relates to the values and regeneration ethos of Procure Plus and its clients and members.
- Willingness to advance personal development and evidence professional continued learning.

Behaviour

- Demonstrates self belief, professional confidence and perseverance
- Collaborative with strong team working skills.