**JOB DESCRIPTION AND PERSON SPECIFICATION**

|  |  |
| --- | --- |
| **POST TITLE:** | Procurement Manager – Permanent, Full Time |
| **DEPARTMENT:** | Finance Office |
| **SUB-DEPARTMENT:** | Procurement and Insurance Services Office |
| **POST RESPONSIBLE TO:** | Head of Categories / Senior Procurement Manager |
| **POST RESPONSIBLE FOR:** | Scope for one or more Procurement Co-ordinators or more junior role.  (“Responsible For” dependent on operational needs) |
|  |  |
| **SALARY IN THE RANGE:** | £30,942 to £45,322 includes a non-pensionable market supplement of £5,000 per annum for a full MCIPS qualification |
|  |  |

**JOB PURPOSE**

* To support the University’s procurement function in the provision of an efficient and responsive service, in relation to project and commodity based procurement.
* Manage a defined portfolio of spend. Undertake procurement strategies to deliver best value contracts and continuous improvement solutions which result in value for money, savings and contribute to the University’s Procurement Strategy.
* Work closely with stakeholders to review current supply chain solutions and implement optimum procurement arrangements taking account of operational contexts, regulatory or funder compliance and applicable funder deadlines.
* Support non-procurement staff to obtain value for money through support and training. Support the dissemination of best procurement practices across the University.

**DUTIES AND RESPONSIBILITIES**

1. **Category / Project Strategies**

* Develop, implement and monitor routine category / capital project procurement strategies to achieve strict savings targets / budgets, timescales.
* Support achievement of Procurement Office KPIs operating within the defined Category Management framework, across spend areas of up to circa £10M p.a.
* Ensure procurement recommendations and continuous improvement initiatives support the University’s strategic goals.

- Produce and present reports and KPIs analysis.

1. **Competitive Procurement Processes**

* Plan, lead and award routine procurement processes, contracts and framework agreements to achieve optimum savings, value for money and timescales.
* Comply with the University’s financial regulations ensuring good governance across procurement activities in compliance with statutory obligations.
* Ensure funding conditions are met and procurement is conducted with full and compliant audit trails. Where required, comply with the Public Contracts Regulations
* Support stakeholders in the development of routine specifications for incorporation into market engagements and tender exercises.
* Review contracts and licence agreements to identify and address risks prior to submission for senior colleague review.

1. **Contract Negotiation**

* Undertake routine negotiations to ensure commercially optimum contracts, mitigating financial and legal risk (for example total cost analysis, management of payment terms, import, currency, liability and IPR risks).
* Lead ongoing contract management of operational agreements to ensure benefits realisation, effective supplier performance management and exploit innovative opportunities from the supply chain.

1. **Cross Functional Process Improvements**

* Manage cross functional project teams / Category Improvement Groups / formal process improvement groups (for example the University’s Simplify, Collaborate, Deliver Programme) across a variety of stakeholder groups predominantly at operational level to support implementation of optimum procurement solutions
* Support the change process.

1. **Stakeholder Engagement**

* Designated Procurement link to one or more operational departments, undertake procurement activity and provide advice to predominantly operational members of staff. Facilitate greater visibility of the procurement pipeline.
* Build effective collaborative relationships with departments, promote a responsive, agile and professional image of the Procurement Office.
* Work on a collaborative basis with external bodies (e.g. other HEIs, funders, consortia)
* Support the Office’s overall training programme through dissemination of procurement best practice across the wider University.

1. **Staff Management and Development**

* Support the development of more junior team members.
* Where applicable, manage one or more junior members of staff.

1. Any other duties as determined by Director of Procurement and Insurance or direct line manager.

**PERSON SPECIFICATION**

|  |  |  |
| --- | --- | --- |
| **Essential Criteria** | **Essential Criterion Description**  *The Person Specification focuses on the essential and desirable knowledge, skills, experience and qualifications required to undertake the role effectively. This is measured by (a) Application Form, (b) Test/Exercise, (c) Interview, (d) Presentation. Enter (a), (b), (c) or (d) alongside each selection criterion in the ‘Measured by’ column.* | **Measured by** |
| E1 | Good standard of education, particularly Mathematics and English. | a,c |
| E2 | Educated to degree level or equivalent experience. | a,c |
| E3 | Full MCIPS or ideally working towards | a,c |
| E4 | Demonstrable experience within a procurement environment, with an established record of delivering procurement strategies, managing spend up to circa £10M and realising savings in line with targets. | a,c |
| E5 | **Leadership:** Able to manage cross functional teams and meetings largely at an operational level. | a,c |
| E6 | **Strategy Development:** Able to develop and implement routine category / capital project plans to strict budgets, savings targets, timescales and KPIs. Supported in more complex & strategic areas. Awareness of the University’s strategic goals. | a,c |
| E7 | **Relationship Management:** Able to foster effective relationships across a range of internal and external groups, predominantly at operational level. Influencing skills, collaborative approach and strong ability to work as part of a team. | a,c |
| E8 | **Category and Supply Chain Management:** Understanding and application of Category and Supply Chain Management and procurement best practice across dedicated category areas. | a,c |
| E9 | **Change Management:** Able to identify opportunities for improvements with category areas. Able to plan and implement change projects as directed by senior colleagues. | a,c |
| E10 | **Negotiation (inc. legal and financial risk management):** Able to plan & lead routine negotiations, supported in more complex and strategic areas. Understanding of commercial & legal risk management, financial assessments & ratio analysis. | a,c |
| E11 | **Procurement Processes:** Able to deliver effective & auditable procurement, compliant with regulatory requirements. Knowledge and application of competitive, cradle to grave tendering, spec development, WLC analysis, contract management. | a,c |
| E12 | **Market Knowledge and Options Analysis:** Developing commercial acumen, understanding of market dynamics and cost drivers. Ability to prepare options appraisals and business case recommendations for operational spend | a,c |
| E13 | **Systems Capability:** Understanding of P2P and wider procurement and corporate systems. Confident in analysing large volumes of data to support strategy formulation. | a,c |
| E14 | **Communication:** Effective and confident communicator across a variety of internal and external stakeholders, at all levels of seniority, both written and face to face. | a,c |
| E15 | **Organisation, Attention to Detail and Results Focus:** Strong organisation, planning & prioritisation skills, ability to adapt & be flexible. Strong numerical & written attention to detail. Ability to work under pressure to strict timescales. | a,c |
| **Desirable Criteria** | **Desirable Criterion Description** | **Measured by** |
| D1 | Working knowledge and experience of EU Procurement Directives / Public Contracts Regulations 2015 (as updated from time to time). | a,c |
| D2 | **Staff Management and Development:** Capable of managing small teams (one or more) mainly junior staff members. Ability to delegate appropriate activities, support and manage staff development and performance. | a,c |

**FURTHER PARTICULARS**

Further information about the University and Life at Warwick including rewards and benefits can be obtained from:

<https://warwick.ac.uk/services/humanresources>

Further information about the Finance Office can be obtained from:

<https://warwick.ac.uk/services/finance/>

Further information about the Procurement and Insurance Office can be obtained from:

<https://warwick.ac.uk/services/finance/procurement_and_insurance>