**JOB DESCRIPTION AND PERSON SPECIFICATION**

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| **POST TITLE:** | Senior Procurement Manager – Permanent, Full Time |
| **DEPARTMENT:** | Finance Office |
| **SUB-DEPARTMENT:** | Procurement and Insurance Services Office |
| **POST RESPONSIBLE TO:** | Director of Procurement & Insurance  |
| **POST RESPONSIBLE FOR:**  | Scope for 1 x Procurement ManagerScope for 1 x Procurement Co-ordinator(“Responsible For” dependent on operational needs) |
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| **SALARY IN THE RANGE:** | £41,526 to £54,553 including a non-pensionable market supplement of £5k per annum for a full MCIPS qualification |
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**JOB PURPOSE**

* To support the University’s procurement function in the provision of an efficient and responsive service in relation to project and category based procurement.
* Lead an agreed portfolio of spend. Design, implement and monitor 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 senior 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 top level category / capital project procurement strategies to achieve strict savings targets / budgets, timescales.
* Support achievement of Procurement Office KPIs and embed the category management framework across spend areas in excess of £10M p.a.

- Ensure procurement recommendations and continuous improvement initiatives support the University’s strategic goals.

- Produce and present reports, options appraisals, business cases and KPIs analysis.

1. **Competitive Procurement Processes**
* Plan, lead and award complex 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 complex and commercially optimum specifications for incorporation into market engagements and tender exercises.
* Review contracts and licence agreements as appropriate to identify and address risks.
1. **Contract Negotiation**
* Procurement lead for complex, strategic 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 to ensure benefits realisation, effective supplier performance management and exploit innovative opportunities from the supply chain.
1. **Cross Functional Process Improvements**
* Lead cross functional project teams / Category Improvement Groups / formal process improvement groups (for example the University’s Simplify, Collaborate, Deliver Programme) across a variety of senior stakeholder groups to identify, formulate and implement optimum procurement solutions.
* Lead effective change processes.
1. **Stakeholder Engagement**
* Designated Procurement link to one or more strategic departments, undertake procurement activity and provide expert advice to senior 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 required by Director of Procurement and Insurance.

**PERSON SPECIFICATION**

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|  **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. | a,c |
| E4 | Significant experience within a complex procurement environment, established record of delivering procurement strategies, managing spend in excess of £10M across a range of category areas and realising savings in line with targets.  | a,c |
| E5 | **Leadership:** Able to lead cross functional projects and teams across a variety of stakeholder groups and at a senior level. | a,c |
| E6 | **Strategy Development:** Skilled in developing and implementing top level category or capital project strategies to strict budgets / savings targets, timescales and KPI frameworks. Awareness of the University’s strategic goals. | a,c |
| E7 | **Staff Management and Development:** Capable of managing small teams, (one or more). Ability to delegate appropriate activities, support and manage staff development and performance.  | a,c |
| E8 | **Relationship Management:** Skilled in fostering effective relationships across senior internal and external groups. Influencing skills, collaborative approach and strong ability to work as part of a team.  | a,c |
| E9 | **Category and Supply Chain Management:** In depth knowledge, understanding and application of Category and Supply Chain Management and procurement best practice across dedicated category areas.  | a,c |
| E10 | **Change Management:** Ability to identify, assess and exploit opportunities for improvements within category areas. Skilled in leading, implementing and monitoring change. | a,c |
| E11 | **Negotiation (inc. legal and financial risk management):** Skilled negotiator, ability to plan and lead complex, strategic negotiations. Good understanding of commercial and legal risk management, financial assessments and ratio analysis. | a,c |
| E12 | **Procurement Processes:** Skilled in delivering effective & auditable procurement, compliant with regulatory requirements. In depth knowledge & application of competitive, cradle to grave tendering, spec development, WLC analysis, contract management.  | a,c |
| E13 | **Market Knowledge and Options Analysis:** Commercial acumen and understanding of market dynamics and cost drivers. Ability to determine and present options appraisals and business case recommendations and exploit market opportunities.  | a,c |
| E14 | **Systems Capability:** Understanding of P2P and wider procurement and corporate systems. Confident in analysing large volumes of data to support strategy formulation. | a,c |
| E15 | **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 |
| E16 | **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 | Desirable: Working knowledge and experience of EU Procurement Directives / Public Contracts Regulations 2015 (as updated from time to time).  | 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>