

Interim Senior Procurement Manager

Reports to: Assistant Director- Finance

Direct Report Commercial Manager

Indirect Reports: Procurement Officer, Contracts Officer, Procurement & Control Administrator

You will be a key member of the Finance Pod management team supporting the business in implementing the Procurement Act, developing and implementing a new contract management process, and enabling the successful delivery of the pipeline of planned procurements.

Working alongside the Heads of Service you will support them by:

- establishing an effective and efficient planned approach to procurement that will realise the range of potential opportunities whilst managing the associated risks in this fundamental area; and
- embedding a way of working that will enable a consistent corporate approach to the management of contracts that will provide assurance to the Executive Leadership Team.

Under your direction your team will be effective contract administrators for a wide range of contracts for the Group. You'll be working closely with our tenants and leaseholders ensuring that you put them at the heart of everything you do and deliver excellent customer satisfaction.

Key Attributes for our Interim Senior Procurement Manager:

- ✓ A leader who can embed our strategic approach to procurement.
- ✓ Someone with exceptional knowledge of current procurement practice, the requirements of the Procurement Act, and a good understanding of the construction industry.
- ✓ Someone who can excite the business about the benefits of planned procurement and the management of the associated risks.
- ✓ A person with strong project management skills and can translate a plan into outcomes delivered on time.
- ✓ A developer of talent.

What we need you to do:

- To implement the Procurement Act in a timely manner that enables the Group to identify and deliver on its opportunities whilst managing its associated risks.
- Work with senior management to implement the revised Procurement Strategy, and report to the Executive Leadership Team and the Board on the delivery of its agreed outturns.
- Develop new contract management process and implement it for use across the organisation.
- Work with the Commercial Manager to deliver our procurement pipeline, and to support Heads of Service with future procurements.

- Oversee, and support the effective management of communal contracts, and ensure proactive action is taken to deliver the desired outcome of each service.
- Develop and embed a new corporate Group's assurance reporting process
- Lead on the design of corporate procurement and compliance training.

What you are responsible for:

- Ensuring the Group complies with all relevant procurement legislation and internal procurement requirements including financial regulations and standing orders.
- Managing procurement processes to ensure that procurement activity is completed on time, and to minimise our exposure to risk.
- Ensure protection of our position through risk minimisation, development and improvement of standard Terms & Conditions, procurement approach, and second layer provision of services for emergency use.
- Reporting to the your internal stakeholders (i.e. Tenants, The Board, Executive Leadership Team, and Head of Services) on the implementation of the Procurement Act and Procurement Strategy, progress of the procurement pipeline, and other reporting requirements.

Where you have come from:

- A business or organisation where you have gained experience of procurement and contract management in the social housing, construction sector or public sector.
- A role where you have developed and implemented your organisation's procurement processes.
- A role where you successfully purchased excellent value for money customer focused services.
- Ideally a place where you worked closely with tenants and leaseholders.

What our teams will see in you:

- A leader with a detailed understanding of procurement rules and procedures with a good understanding of the construction industry.
- A person who is commercially aware and financially astute.
- A person with strong project management skills including knowledge and understanding of project management delivery.
- A strong communicator with good negotiating and dispute resolution skills.
- Someone with boundless enthusiasm and a 'can do' attitude who is excited about taking the initiative and has the courage to challenge the status quo.
- A coach who encourages the personal development of their team members.

As a person, you will have:

- Membership of the Chartered Institute of Purchasing and Supply or substantial experience in similar procurement roles and willing to work towards it.
- Experience of policy & procedure development, and their implementation.
- A sound understanding of the value of procurement services particularly in regulated or publicly funded environments, this includes the Procurement Act.
- Experience of delivering change within a team, and the wider business.
- A good knowledge of standard forms of building contracts.
- Proven experience of delivering building projects to occupied/domestic properties.
- Good IT skills particularly in the use of MS Project, MS Word, MS Excel, MS PowerPoint, MS Outlook, E-tendering software.
- Ability to lead by example and personally demonstrate organisational values and expected behaviours.
- Excellent team skills which contribute to the team achieving its goals.