

## Procurement Manager

Directorate

Overview	
<b>Role Purpose</b>	To deliver the procurement programme through an effective business partnering approach. Ensuring it is delivered in a robust and commercially effective manner across Notting Hill Genesis (NHG), managing risk effectively and ensuring products and services provided by third parties reflect NHG's core values and support the delivery of corporate success.
<b>Responsible for</b>	Deliver Procurement projects on the Procurement forward plan.
<b>Reports to</b>	Senior Procurement Manager
<b>Line management</b>	N/A
<b>Date</b>	January 2019

Role relationships	
Internal	<ul style="list-style-type: none"> <li>• Manage relationships with the front-line NHG staff who are accountable to customers for the outcome of these services</li> <li>• Manage relationships with colleagues across NHG, who are involved in, or impacted by, the delivery of these services.</li> <li>• Manage relationship with stakeholders, in relation to these services.</li> </ul>
External	<ul style="list-style-type: none"> <li>• Manage external parties involved in the delivery of these services e.g. suppliers, subcontractors, clients, regulatory bodies, consultants, national Bodies, residents &amp; leaseholder groups.</li> </ul>

Role accountabilities
<ul style="list-style-type: none"> <li>• Deliver a responsive, high quality, commercial and customer focused procurement service</li> <li>• Support the development of NHG's culture through robust and effective personal and team performance management arrangements</li> <li>• Manage procurement projects in compliance with agreed policies, procedures, project management methodologies and other internal controls to ensure that high standard of probity is adhered to across NHG's procurement activity.</li> <li>• Report to the Senior Procurement Manager on all aspects of business activities within the relevant Procurement remit, including advising of new and innovative changes to the supply markets</li> <li>• Implement strategies to manage procurement risk</li> <li>• Maintain the NHG Contracts Register</li> <li>• Provide supplier appraisal information to business groups</li> <li>• Deliver contract management support to business groups (where required)</li> </ul>

## Role accountabilities

- Manage the commercial negotiation with suppliers, in support of divisional commissioning requirements.
- Ensure that contracts are delivered in compliance with all statutory and regulatory requirements i.e. Public Contract Regulations 2015 (PCR's).
- Actively manage strategic relationships with suppliers in conjunction with internal divisional business areas, with a view to delivering identified efficiencies and continuous improvements over the contract lifecycle.
- Network with external parties to develop effective and collaborative supply chain solutions.
- Maintain a comprehensive and up to date knowledge of all relevant legalisation, procedures and best practice.
- To produce timely and accurate reports for Senior Procurement Manager, Head of & Procurement Director

## General

- Ensure you follow the financial regulations, policies and procedures at NHG.
- Ensure that you follow relevant Health and Safety policies and related procedures, keeping up to date with changes and acting to maintain personal health and safety and that of others.
- Ensure that you undertake any corporate responsibilities as required, including leading investigations and hearings in formal processes across the business.

The tasks and responsibilities outlined above are not exhaustive, the post holder may undertake other duties as is reasonably required.

## How do you meet the role requirements?

To do the job well, we have outlined the key behaviours we'll expect of you, and the knowledge, experience and skills you need to do the job. You'll be assessed on these criteria at various stages throughout the selection process.

Role behaviours	
Customer focus	<ul style="list-style-type: none"> <li>Commit to providing the best service to customers, set realistic expectations, keep your promises, and act with integrity always.</li> <li>Commercial awareness / VFM in everything people do</li> </ul>
Accountability and delivery	<ul style="list-style-type: none"> <li>Be accountable for the accuracy and completeness of your work, remaining calm under pressure, making informed and reasonable decisions.</li> </ul>
Service improvement	<ul style="list-style-type: none"> <li>Approach your work with rigour, challenging yourself to identify opportunities for service improvement, working in partnership with others to make NHG better for customers and colleagues.</li> </ul>
Communication and inclusion	<ul style="list-style-type: none"> <li>Communicate clearly and openly, including all and celebrating differences, listening and responding positively to others.</li> </ul>
As NHG develops a new competency framework, behaviours for individual roles will be aligned as appropriate.	

Essential knowledge, experience and skills	
Professional expertise (know how & experience)	<ul style="list-style-type: none"> <li>Excellent knowledge of procurement legislations, standards, procedures and techniques relevant to a Registered Provider.</li> <li>Experience of and technical ability in a dynamic and developing procurement environment.</li> <li>Proven experience of managing and undertaking large public or private sector procurement projects</li> <li>Experience of negotiating and managing contracts to deliver savings.</li> <li>Able to demonstrate previous experience successfully delivering in a customer focused business, resulting in high levels of customer satisfaction.</li> <li>Experience of building and managing effective relationships with both internal and external stakeholders.</li> <li>Ability and experience in influencing, negotiation and communication of complex issues.</li> <li>Experience of delivering successful procurement programmes with employee, customer and stakeholder engagement, involvement and collaboration.</li> <li>Evidence of commercial acumen with a track record of successful negotiation and successful partnerships where relevant</li> </ul>

# Role profile

	<ul style="list-style-type: none"> <li>• Strong relationship management skills</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Drive</li> <li>• Service Management</li> <li>• Commercial Awareness</li> <li>• Project Management</li> <li>• Relationship Management</li> <li>• Risk Management</li> <li>• Data Analysis</li> <li>• Effective IT Skills including intermediate MS Office Skills</li> </ul>

Role requirements	
DBS	<ul style="list-style-type: none"> <li>• None</li> </ul>
Data and information processing	<ul style="list-style-type: none"> <li>• Information/Data User (all staff)</li> </ul>
Data protection role	<ul style="list-style-type: none"> <li>• Information Asset Administrator</li> <li>• Information Champion</li> <li>• Data Owner</li> </ul>