

Role Profile

Details	
Job Title:	Procurement and Contracts Manager
Job Grade:	Manager
Reports to:	Head of Compliance, Risk and Governance
Based in:	Harrogate
Hours:	Full time, 37 hours [Would consider between 20 - 37 hours]
Overall purpose	
<p>Reporting to the Head of Compliance, Risk and Governance (HoC,R&G), the Procurement and Contracts Manager will lead the charity's procurement, and supply chain. They will be responsible for finding and evaluating suppliers, products and services, negotiating contracts, and acquiring the most cost-efficient deals without compromising on quality, ensuring timescales are adhered to and to the benefit of the charity, whilst ensuring that risks relating to information security, data protection and cyber security are managed during the procurement process across the whole charity.</p> <p>They will also be responsible for drafting and revising contracts, ensuring that they are accurate and relevant, and documentation is stored in a central repository. They will be responsible for ensuring that each contract contains the optimal suite of clauses and that previous contracts are not rolled forward. They will need to be able to build and maintain good working relationships with clients and suppliers whilst also holding them to account and ensuring that all aspects of contracts are delivered upon to the required quality and in the appropriate timeframe hence ensuring service level agreements (SLAs) are being met and the service is being delivered in line with the contractual requirements. Where this is not the case, appropriate action will be taken to rectify the situation. The successful candidate will also be responsible for identifying cost saving targets across the charity.</p>	
Key responsibilities	
<p>Lead on procurement and contract management across the charity.</p> <p>Procurement:</p> <p>Key responsibilities include:</p> <ul style="list-style-type: none"> • Devising and utilising appropriate sourcing strategies to achieve value for money for the charity. • Discovering suitable suppliers and being able to initiate business and effective organisational partnerships so that the charity has preferred suppliers to support operations. • Negotiating with external vendors to secure advantageous terms. • Approving the ordering of necessary goods and services where necessary. 	

- Providing advice and counsel across the charity in relation to procurement.
- Ensuring that risks relating to information security, data protection and cyber security are managed during the procurement process.
- Examining and testing existing contracts and renegotiating where appropriate.
- Tracking and reporting key functional metrics to reduce expenses and improve effectiveness.
- Collaborating with key persons to ensure clarity of the specifications and expectations of the charity.
- Working with colleagues who represent very varied disciplines e.g. marketing, retail, research and services and corporate services to support, where required.
- Controlling spend and building a culture of long-term savings on procurement costs.
- Reporting upwards across the charity and to those charged with governance on all relevant matters.
- Providing management information demonstrating operational and financial performance of key suppliers and partner.
- Effectively communicating with internal stakeholders to ensure understanding and visibility of the charity's procurement operations.

Contract management:

Key responsibilities include:

- Ensuring that every contract signed by the charity supports the contribution of its goals, values and objectives.
- Drafting contracts and negotiating redrafts to reach finalisation of contracts with preferred suppliers on a timely basis.
- Monitoring the execution of contract delivery to ensure that they comply with the appropriate standards and specifications (including but not limited to data protection, liability clauses, safeguarding arrangements, trademark registration, communication agreements, etc).
- Monitoring the performance of contracts across the charity and ensuring that deliverables are fulfilled by holding suppliers to account through regular KPI / SLA meetings.
- Holding contract owners to account by ensuring that milestone management across contracts is undertaken.
- Improving processes where there are failings or areas of improvement and adopting SMART KPIs and SLAs in contracts.
- Coordinating the maintenance of the contracts log ensuring there are appropriate processes in place to support stakeholders to review contracts, nearing review to ensure best value for money for the charity.

Other:

- Support with other duties across the charity as required.

Qualifications

Experience of working within supply chain and with a range of stakeholders both internal and external.

- CIPS accredited (MCIPS) or educated to degree level or equivalent, preferably in Business or a related field.

Knowledge and experience

- Demonstratable experience as a Procurement Manager at a similar level
- Demonstratable experience of drafting, negotiating, and managing contracts and agreements ideally in the charity sector.
- Experience of project management and managing stakeholders to meet agreed targets and deadlines.
- Knowledge of sourcing and procurement techniques as well as a dexterity in “reading” the market.
- A good working knowledge of charity and company law.
- Experience of managing information security, data protection and cyber security during the procurement and contract cycle.
- Experience of developing and maintaining strong relationships with a broad range of stakeholders.
- Previous experience of working with initiative.
- The ability to work independently with minimal supervision.
- Previous experience working within a charitable organisation would be an advantage.

Skills and abilities

- A demonstratable talent in negotiations and networking.
- Aptitude in decision-making and working with numbers.
- Experience in collecting and analysing data.
- Strong leadership capabilities.
- Excellent organisational, project management and time management skills with the ability to prioritise work, handle conflicting demands and meet tight deadlines.
- Proactive ‘can do’ attitude and able to problem solve and develop practical solutions, using own initiative.
- Able to think creatively.
- Excellent written and verbal communication skills.
- Strong networking, influencing and relationship management skills.
- Proficient in using the Microsoft suite of programmes.
- High level of written English.
- Excellent communication skills with the ability to communicate at a range of levels.
- Strong interpersonal skills and can always remain professional and respect sensitivities around confidential information.

Other requirements

- Ability to travel across the Yorkshire region to visit other sites / locations on an ad hoc basis.
- Proof of your eligibility to work in the UK.
- Professional qualification check and DBS check (to be undertaken once the role is offered and accepted).

Values and Behaviours

- Passionate about the values of Yorkshire Cancer Research (see ‘Our Values’ see below).
- Safeguarding is the responsibility of all employees who must remain aware and vigilant to potential safeguarding breaches and always report any suspicions or incidents following our internal reporting guidelines which will be shared during induction.
- Yorkshire Cancer Research operates a strict ‘no smoking’ policy throughout our premises, car parks and vehicles. Staff must not smoke whilst wearing Charity branded clothing or whilst on duty. If the post holder chooses to, the Charity will help and support them to stop completely or temporarily abstain from smoking during their working hours.

Our Values & Behaviours

Our Values



Our Behaviours

	Behaviours
	The needs of people in Yorkshire come first

<p>Here for Yorkshire</p>	<p>Yorkshire Cancer Research exists to prevent diagnose and treat cancer in Yorkshire. The needs and interests of people in Yorkshire are at the forefront of what we do, how we think and how we act.</p> <p>People are the heart of everything we do</p> <p>When we develop new plans, projects and activities, we actively seek patient, supporter and/or customer input to inform our approach and decision-making.</p>
<p>United by the Cause</p>	<p>United by the need to Give Yorkshire More Life to Live</p> <p>We are transparent and open in what we do and what we say, uniting to support one another in achieving our shared goals.</p> <p>We collaborate with each other and other organisations</p> <p>We work to build relationships based on trust and collaboration. We seek to understand the needs and objectives of others to establish the common ground and agree how we can work together to benefit people in Yorkshire.</p>
<p>Think Big and Bold</p>	<p>We deliver world-leading research and services</p> <p>We evaluate worldwide research and we test and we learn in order to drive the greatest advances and impact in cancer research and services. We promote a culture of continual improvement and innovation.</p> <p>We dare to think differently to Give Yorkshire More Life To Live</p> <p>We are ambitious and not afraid to try something new or difficult when it comes to achieving our goals.</p> <p>Nor are we afraid to make difficult decisions when they are in the best interests of those we exist to serve; the people of Yorkshire.</p>
<p>Making it Happen</p>	<p>We create and build solutions</p> <p>We are focused on understanding the impact of our work and the difference it is making. We ensure we are always pushing forward the achievement of our charity's vision.</p>

	<p>We approach our work with positivity, energy and drive</p> <p>We see every challenge as an opportunity to provide a solution.</p> <p>When it comes to preventing, diagnosis and treating cancer, we deliver pioneering solutions <i>To Give Yorkshire More Life To Live</i>.</p> <p>We pursue our goals with enthusiasm and commitment; always asking 'Can I, and can we, do more?'.</p>
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YORKSHIRE CANCER RESEACH

Job Applicant Privacy Notice

Data controller: Yorkshire Cancer Research (the Charity)

As part of any recruitment process, the Charity collects and processes personal data relating to job applicants. The Charity is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does the Charity collect?

The Charity collects a range of information about you. This includes but is not limited to:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

The Charity collects this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including online tests.

The Charity will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks. The Charity will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why does the Charity process personal data?

The Charity needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In some cases, the Charity needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The Charity has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the Charity to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The Charity may also need to process data from job applicants to respond to and defend against legal claims.

Where the Charity relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

The Charity processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where the Charity processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

The Charity is obliged to seek information about criminal convictions and offences. Where the Charity seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, the Charity will keep your personal data on file in case there are future employment opportunities for which you may be suited. The Charity will ask for your consent before it keeps your data for this purpose, and you are free to withdraw your consent at any time.

Who has access to data?

Your information will be shared internally for the purposes of the recruitment process. This includes members of the HR and senior executive teams, interviewers involved in the recruitment process, managers in the Charity's team with the vacancy and IT staff if access to the data is necessary for the performance of their roles.

The Charity will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The Charity will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

The Charity will not transfer your data outside the United Kingdom.

How does the Charity protect data?

The Charity takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties. The Charity has a Data Protection Policy and an ICT Acceptable Use Policy which apply to all its employees.

For how long does the Charity keep data?

If your application for employment is unsuccessful, the Charity will hold your data on file for 6 months after the end of the relevant recruitment process. If you agree to allow the organisation to keep your personal data on file, the Charity will hold your data on file for a further period of

6 months for consideration for future employment opportunities. At the end of that period or once you withdraw your consent, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new employee privacy statement.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the Charity to change incorrect or incomplete data;
- require the Charity to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the Charity is relying on its legitimate interests as the legal ground for processing; and
- ask the Charity to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the Charity's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact the Charity's Company Secretary, Joanne Mornin (joanne.mornin@ycr.org.uk)

You can make a subject access request by contacting the Company Secretary.

If you believe that the Charity has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the Charity during the recruitment process. However, if you do not provide the information, the Charity may not be able to process your application properly or at all.

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