

Job Description

Job Title:	Head of Procurement
Directorate:	Finance & Corporate Service
Reports To (role):	Director of Finance and Corporate Services

About the Role

The Head of Strategic Procurement will be responsible for leading the Procurement Service, driving innovation, value and compliance within Procurement Regulations to deliver Centrepoin’s strategic objectives. A member of the Chartered Institute of Purchasing and Supply (MCIPS) or appropriate professional institute, with at least 5 years functional procurement experience with significant knowledge in a senior procurement role.

Demonstrable experience in delivering cost savings and service improvements for complex projects. Possessing experience in people management with the ability to motivate, delegate, empower, influence, embed good practice and lead people in a complex and dynamic organisation. In addition to incorporating proven experience of successfully planning projects over short, medium and long-term timeframes, adjusting plans and resource requirements according to project needs.

This is a high-impact role, combining operational delivery with strategic influence, critical to the success of Centrepoin’s Big Change transformation and the development of its commercial delivery.

Key Responsibilities

- Working with senior managers to deliver a rolling program of category strategies directly managing large, high value and complex procurements.
- Responsible for the continual development of Centrepoin’s procurement policy and procedures to ensure that procurement is carried out in a consistent and compliant manner providing advice and guidance at all levels.
- Develop and maintain sustainable internal and external working relationships at all levels demonstrating efficiencies and improvements.
- Reviewing systems, processes and sources of data to ensure consistent cost effective and best service delivery.

Wider Role

- Lead on the contract management of large-scale projects and existing agreements providing draft KPI’s and delivery management standards.

- Provide and update Centrepoint's Risk Register reporting on, managing and mitigating program, market and supplier risks.
- Representing Centrepoint at within wider procurement forums incorporating areas of good practice and opportunities for positive collaboration.
- Reviewing and maintaining a three-year rolling procurement plan.

Essential Experience:

- Ensuring strategies around procurement activity include social value and sustainability considerations, taking a lead in reducing environmental impacts.
- Providing guidance, advice and support to all Directorates as needed to support procurement and contracting activities.
- Maintaining and updating a three-year procurement rolling plan with timed delivery, savings and added value.
- Ensuring the timescales for procurements are agreed with Directorate teams and providing clarity about the nature and timing of the inputs expected of them.
- Ensuring staff resources are available to manage projects identified in the plan and reprioritize in conjunction with the Director of Finance & Corporate Services and other Directors as necessary.
- Acting as Centrepoint's senior representative at procurement related conferences, seminars and within relevant sector bodies.
- Leading the procurement team effectively to exceed expectation, coaching, mentoring and performance management of direct reports empowering and engendering a culture of collaboration to achieve the Best Value.
- Manage Departmental budget
- Acting as the lead technical expert in providing a strategic procurement service, ensuring compliance and adherence to all policies and procedures, including public procurement legislation, internal procurement policy and protocols in the delivery of all strategic procurement activity, staying abreast of any changes in procurement legislation.
- Being responsible for ensuring procurement category strategies are developed, implemented and governed, including pipeline creation, and annual workplans. Ensure category strategies are aligned with stakeholder requirements.
- Responsible for providing highly complex, expert advice and coordination of all procurement and contracting issues within all categories. Reporting and presenting as required to multiple senior stakeholders.

- Develop and manage an effective contract database, pipeline of future projects ensuring accuracy and data is up to date at all times.
- Managing large and often complex procurement activities, delivering savings, added value, and contract management ensuring effective Supplier Relationship Management including a robust contract management strategy, which engages with stakeholders to deliver well managed and efficient supplier performance.
- **Delivering year-on-year savings against non-payroll expenditure (supplier contracts) throughout the effective partnering with stakeholders. Responsibility to meet and report on corporate efficiency targets.**
- **Reviewing and reforming contracts to maximise income generation potential and added value by working closely with key stakeholders across the business.**
- Develop and monitor key performance indicators (KPI's) and contractual risk procedures
- Work with key stakeholders on commercial contract negotiations be that tendering of or, tendering for goods and services; both of high value and high risk.
- Using appropriate management tools, analyse highly complex procurement data and identify priority areas for cost savings and process improvements, and to engage stakeholders in delivering improvements.
- Support wider organisation in project planning for both revenue and capital projects, ensuring compliance with both Financial Instructions (SFI's) and Procurement legislation whilst ensuring timely and effective procurement project delivery.
- Provide regular management reports on strategic service delivery.
- Maximise contract compliance across all stakeholders and report compliance to relevant boards and groups
- Responsible for the creation and implementation of all procurement policies, including the continuous improvement plan, all strategic sourcing policies and toolkits as well as the updating of relevant policies
- Input into Financial governance around contracting and procurement processes and procedures, including determining appropriate financial thresholds, relevant process requirements, and relevant exceptions, such as waivers / exceptions.
- Ensure compliance of yourself and team with any audit requirements.

Desirable Skills:

- **Sector Knowledge-** Experience working in the charity, non-profit, or social impact sector.

- **Data & Analytics-** Experience of working with large data sets, spreadsheets, procurement and financial management systems.

Advantageous Experience:

- **Technical Understanding-** Experience of working in the Charitable sector or, having prior experience of fundraising, regulated housing, hard and soft FM and bid writing
- **Service Development-** Experience of contributing to the design and improvement of operational policies, frameworks and organisational project.
- **Organisational Change-** Practical experience of major organisational change programmes beyond technology (e.g., process improvement, cultural change)
- **Matrix management / Cross functional Teams** – Experience of working in a matrix management environment and delivery via cross functional teams.

Essential Skills

- Educated to degree level or equivalent qualification, or equivalent practical experience.
- Professional qualification relating to Professional project management certification (PRINCE2 Practitioner, PMP, Agile PM, or similar).
- Proven track record of delivery of key strategic projects as a Procurement lead, ideally in a regulated organisation.
- Demonstrable experience of managing and delivering high value, complex projects at pace and within budget.
- Experience of maximising value from contract management policies and procedures.
- Proficient in PA 23 and procurement legislation
- Excellent leadership, negotiation, and influencing skills.
- Strong communication and stakeholder engagement skills, including presenting to senior executives.

Specialist Skills:

- The ability to manage engage and influence senior management, joint sector partnerships and procuring staff.
- Skilled in market engagement and soft market testing.
- Specialist understanding of regulatory compliance in the Charity sector.

Desirable Skills:

- Specialist skills in at least one category of Procurement.
- Proficiency with Microsoft project and reporting tools.

Core Competencies

Emotional Intelligence:	Lead by understanding your own feelings and those of others to enable the building of strong relationships and create a high-performance working environment.
Communication:	Lead with clear, concise, and sharing key information to help colleagues understand our goals and creating feedback loops that encourage curiosity and foster a culture of positive outcomes, using varied styles to meet the needs of your audiences.
Conflict Resolution:	Manage conflict at the earliest opportunity with the intent to understand the position of both people, fostering constructive conversation and openness to resolve issues.
Delegation:	Develop colleagues to grow in their roles involves delegating tasks that stretch their capabilities and create learning opportunities. This empowers colleagues and supports them in taking on new tasks to ensure successful outcomes., assigning tasks to team members to empower them and facilitate their growth.
Coaching and Mentoring:	Provide guidance and development opportunities helps colleagues grow and sharing internal and external opportunities to contribute to their continuous growth and improves their own contribution.
Team Building:	Take time to build a team to create a sense of belonging, encouraging collaboration and trust, and a wider understanding of our goals and how their own work interlinks with the wider organisational strategic objectives.
Decision-Making:	Make informed decisions quickly, often with limited information, to ensure progress. Embracing the mindset that 'failing fast' is a valuable leadership trait encourages rapid learning and adaptation. It is important to incorporate checks and balances in reviews in an agile manner, modifying strategies as necessary to align with the organisation's direction.
Performance Management:	Set clear performance goals through objectives and providing feedback on tasks and overall performance, aligned with the job chat process as well as development plans for self-improvement. This ensures that the work of all team members aligns with the organisation's strategic objectives.
Cultural Competence:	Understand and appreciate how diversity contributes to creating a workforce that reflects a variety of thoughts, perspectives, and cultural differences. This approach allows us to connect better with the communities we serve and support across our organization, both internally and externally. By fostering a diverse team, we can be more effective, make progress, and deliver positive solutions in a changing environment.

Centrepoint Values

All staff at Centrepoint are expected to work according to our six values. Below are examples of the behaviours expected for each of them. These will be assessed at interview and are included here to inform your expectations of the type of person we are looking for to join our organisation.

<p>Integrity</p> <p><i>We always put the good of young people and Centrepoint first</i></p> <ul style="list-style-type: none"> • We commit to living these values in our professional lives at Centrepoint • We work hard to build trust and productive relationships • We are honest and transparent • We confront issues early in a direct and constructive way 	<p>Energy</p> <p><i>We are ambitious for young people and we have relentless drive, commitment and resilience to achieve that</i></p> <ul style="list-style-type: none"> • We act decisively, using our energy to deliver and exceed expectations • We understand our strengths and use them to strive for excellence • We have creative optimism and we embrace change and drive it • We have the courage and stamina to make tough decisions and see them through
<p>Humility</p> <p><i>Our work is a service that supports and challenges each person in our sphere of influence to fulfil their potential and ensure that they are engaged and inspired to perform</i></p> <ul style="list-style-type: none"> • We show empathy, sincerity and are servant-hearted in our approach • We are self-aware; continuously seeking to improve and we take full responsibility for our own development • We offer to help without hesitation and ask others for support when we need it 	<p>Entrepreneurial</p> <p><i>We are enterprising and innovative – professional, optimistic and always thinking about how to improve</i></p> <ul style="list-style-type: none"> • We are commercially aware and financially conscious • We communicate well and bring people with us • We know and understand our business and the impact of both internal and external forces • We always ask ourselves how it can be done better; we are more ‘why not?’ and have the flexibility to adapt
<p>Accountable</p> <p><i>We know what we have to do and why. We have high standards and expectations of ourselves</i></p> <ul style="list-style-type: none"> • We have a clear direction and are fully accountable for delivery in our area • We take personal responsibility to deliver and exceed expectations • We seek and gain the commitment of others; helping others to achieve what they need to do, by inspecting what we expect. 	<p>Focused</p> <p><i>We deliver for and with young people in a way that is creative, inspiring and enjoyable</i></p> <ul style="list-style-type: none"> • We put young people at the heart of all we do • We are mindful of risk, seeking to be risk intelligent • We create a collaborative spirit where people are treated equally with respect • We focus relentlessly on results



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| <ul style="list-style-type: none">• We celebrate success and reward the right behaviour at the right time; fully supporting the appropriate challenge of inappropriate workplace behaviours | |
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