

Job description

Job title:	Interim - Head of Procurement
Reporting to:	Company Secretary
Salary:	Competitive plus <u>excellent benefits</u>
Grade:	Level 18
Contract type:	Fixed term 12 Month contract.
Hours per week	37.5 hours per week We require all staff to work a minimum of 2 days per week on average working in our London office/in person, in line with our hybrid working framework.

The Health Foundation

We are an independent charity committed to bringing about better health and health care for people in the UK.

Purpose of the role

Our endowment stands at more than £1bn, giving us ambition, independence, and stability. We work collaboratively with partners to amplify our impact and build capability together. We achieve this through a multi-faceted approach, including grant-giving.

The Company Secretary team is responsible for our charitable funding policies and processes and for the overall governance, risk management and assurance of the organisation. The team's objective is to manage a robust, risk-based framework that ensures both compliance and innovation.

The Foundation carries out procurement activities to support its operations, run the secure data environment, run its campaigning programme and disseminate learnings and findings for public benefit. The interim Head of Procurement will be responsible for the procurement framework and lead on a change programme to ensure our procurement processes are streamlined and support the delivery of our strategy.

Key responsibilities and outcomes.

- Work collaboratively within the wider Corporate Services team and the Foundation to recommend and deliver changes to the procurement policies and processes to ensure they support the strategic ambitions of the Foundation, including the three cross-cutting themes, and facilitate efficient, robust, fair, value-for-money procurement decisions. The policies and processes should include ongoing management of suppliers and adopt innovative approaches for continuous improvement of the policies and processes.
- Work collaboratively with the wider Corporate Services team to enhance reports for monitoring procurement especially from Equity, Diversity & Inclusion and sustainability perspectives.
- Using in-depth procurement expertise to contribute to the design of the CRM or other such system to promote the efficiency and effectiveness of the procurement processes.
- Ongoing support, advice and training and working collaboratively with teams to ensure they understand and comply with our procurement policies and processes.
- Work with teams to design the procurement approach for all major supplies to ensure the procurement is fair and inclusive and contributes to our sustainability goals. The procurement approach should maximise our ability to secure skilled services and value for money, this being particularly important given our charitable status.
- Review all major supplier contracts prior to signature to ensure the Foundation's interests are protected, risks are appropriately managed and that it assures on delivery of the services as we need them.
- Be the first point of escalation for queries from teams on all contracts, including advice on the best contract to use and changes to standard terms based on the risk profile of the contract. Escalation to the Company Secretary and Chief Operating Officer as required.
- Manage direct reports.

Our commitment to you

We're committed to building an inclusive workplace that values diversity, which is why we encourage you to apply for our job even if you don't meet every requirement. We value professional and lived expertise and welcome applicants from all backgrounds. We particularly encourage those from underrepresented and underserved groups in this field, such as people of colour, people from the LGBTQIA+ community, people with disabilities and people from lower socio-economic backgrounds to apply.

We encourage you to speak with us about your neuro-diversities, disabilities, long term medical conditions, chronic illness, mental health, wider health conditions and/or caring responsibilities etc. so we can work together on adjustments to make the recruitment process and work more accessible and enjoyable for you. We offer flexible working as well as a range of excellent benefits. Please contact us on recruitment@health.org.uk so we can support should you wish to discuss this further.

We're dedicated to an inclusive hiring process, where every candidate has the chance to showcase their skills in a comfortable environment.

Wider contribution

As with other staff at the Foundation, the postholder will be expected to contribute to corporate activities and initiatives, such as staff meetings, cross-Foundation leadership and development programmes and other corporate projects as necessary. The postholder will similarly be expected to play a role in supporting and helping to develop the Company Secretary team to enable it to improve its effectiveness.

The post holder will at all times aim to embed our key behaviours – Working together, Achieving impact, Discovering and learning – in all aspects of their day to day delivery in the role.

Candidates should have the right to work in the UK at the time of appointment, as we do not provide visa sponsorship.

Person specification

Criteria	Assessment (CV/SS-Shortlist, T-Test, I-Interview)	Essential Desirable (E/D)
Commitment to Equity, Diversity and Inclusion - Demonstrates a commitment to diversity and inclusion by creating an inclusive environment where everyone feels welcome and valued.	CV/SS, I	E
Working together - Exhibits a customer-centric approach to work, seeking to understand and meet the needs of customers and users in all aspects of their work.	CV/SS, I	E
Achieving impact - Takes a risk-based approach to policies and procedures to ensure our processes drive value for money and facilitate teams to optimise their public benefit.	CV/SS, I	E
Discovering and Learning - Demonstrates a strong desire to learn and grow, seeking out new knowledge, skills, and experiences to develop professionally and personally.	CV/SS, I	E
Experience of running a procurement function, particularly for the procurement of services, in either the commercial or charity sector, with a good understanding of how to embed EDI and sustainability in the procurement processes.	CV/SS, I	E
Attention to detail in the review of contracts and in ensuring procurement processes adhere to policies and regulation.		

Experience in development of new policies and procedures	CV/SS, I	E
Line management and team development	CV/SS, I	E
Strong communication and negotiation skills – the ability to assess the risk of a contract and negotiate accordingly with maintaining good relationships both internally and externally	CV/SS, I	E
Demonstrable experience of scoping and managing a user-friendly procurement system	CV/SS, I	E
Grant-making experience in a mid to large size foundation	CV/SS, I	D
Innovative, strategic and risk-based thinker with problem solving abilities	CV/SS, I	E
Ability to cope with change	CV/SS, I	E
Desire to drive change in the health sector	CV/SS, I	E