

THE ROYAL BRITISH LEGION

Job Title: Procurement and Contract Manager – Fundraising, Remembrance & Marketing

Reporting to: Senior Procurement and Contract Manager - Fundraising, Remembrance & Marketing

Role Profile: Hub Worker (contracted to attend Haig House, London 2 days per week)

Role Purpose:

To jointly own the strategy and delivery of the procurement of goods and services for RBL across our Fundraising, Remembrance & Marketing area of spend, implementing procurement and contract management best practice to deliver the technical and commercial requirements ensuring we achieve value for money from all third party spend whilst minimising risk. Supporting the Senior Procurement Manager and Team with implementing transformation activities to make RBL Procurement a best-in-sector function.

Key Responsibilities:

- Supporting the Senior Procurement Manager with identification and management of procurement projects that deliver maximum value and mitigate risk for RBL.
- Assisting with the growth and development of the Procurement function to include developing and use of tools and templates, reporting and delivering training to business stakeholders.
- Partner with business stakeholders to become a trusted and valued business partner, leading to early engagement ultimately raising the profile of the Procurement function.
- Establish client requirements, lead the investigation, development and implementation of strategic category plans, benchmarking and cost analysis techniques.
- Maintain status updates and reports for key procurement activities and contracts within the category of spend.
- Manage procurement and contract management activity risks by supporting the development of a disciplined procurement culture throughout the organisation through training and engagement.
- Provide support on the development of and where appropriate directly manage key supplier relationships to improve delivery performance including the implementation of Contract Management routines and toolkits for RBL's strategic / high risk agreements and centrally managed contracts.
- Deliver business objectives by providing competent, professional expert leadership in tendering, negotiations and subsequent supplier management.

- Proactively predict and identify potential supply and service issues, and act to avoid their occurrence.
- Manage procurement activity risks by acting as an advocate to promote and deliver compliance and legal requirements within agreed group policies.
- Build high functioning, trusting relationships with clients to develop the organisation's understanding of procurement and contract compliance.
- Manage key contracts within the category of spend to ensure delivery and that value and risk are closely monitored.
- Other - Undertake any other duties that may be required within the scope of the job role, its title and grading as required by the Head of Procurement and Contract Management. This may require travel to other Legion locations including occasional overnight stays. The job description will be reviewed on a regular basis and remain subject to amendment in consultation with the post holder.

GENERAL

- To live The Royal British Legion's shared values (Service; Collaboration; Passion; Excellence; Valuing our people) in the way you work and engage with others - the fundamental beliefs and qualities of who we are and what we do.
- To be responsible for your own health and safety and that of your colleagues, enacting Health & Safety at Work Act (1974) and relevant legislation, including reporting any health and safety hazard immediately you become aware of it.
- To uphold the requirements of the General Data Protection Regulations and Data Protection Act 2018.
- To maintain required levels of confidentiality regarding information that you come to possess in the course of your work which is commercially or personally sensitive.
- To be inclusive and equitable in your treatment of any parties you engage with through your duties, upholding RBL's Diversity & Inclusion policy and ensuring that we act as an equal opportunities employer and in accordance with the Equality Act (2010).

PERSON SPECIFICATION

CRITERIA	ESSENTIAL/ DESIRABLE	HOW IT WILL BE MEASURED
QUALIFICATIONS		
Fully qualified Member of the Institute of Purchasing and Supply (MCIPS) – or working towards.	D	Application
KNOWLEDGE & EXPERIENCE		
Experience managing end-to-end procurement projects in Fundraising, Remembrance & Marketing	D	Application / Interview
Experience in developing procurement strategy and category plans	E	Application / Interview
Demonstrable experience of undertaking market testing, data analysis and benchmarking	E	Application / Interview
Demonstrable track record of engaging and influencing key internal stakeholders	E	Application / Interview
Experience of contract drafting, negotiating and contract/supplier management	E	Application / Interview
SHARED VALUES AND BEHAVIOURS		
<p>Service We support and serve. We are compassionate. We provide great customer care to all the people who come into contact with us. We are accountable and act with integrity.</p> <p>Collaboration We value working together and with partners to achieve shared goals. Through effective communication and support, we build trust with each other and treat everyone with respect and honesty.</p> <p>Passion We are passionate about our role and contribution. With a positive outlook we are resilient and committed to our work.</p> <p>Excellence We strive to be the best we can. We are effective and efficient. We are bold. We are open to innovative ideas and approaches, challenge each constructively and are willing to learn.</p> <p>Valuing our People We support, encourage, and provide opportunities for all our people – ensuring we recognise and value everyone’s contribution.</p>		<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>

SKILLS & ATTRIBUTES		
Effective communication skills – written reports and delivering presentations.	E	Interview
Effective interpersonal skills – able to engage effectively with a range of audiences and build relationships.	E	Interview
Strong planning and organisational skills - able to prioritise workload effectively towards delivering shared objectives.	E	Interview
Strong IT skills – competent user of MS Office, in particular Excel, Word and Powerpoint.	E	Application
Empathy with the mission and values of RBL	E	Interview