

Individual Role Profile

Title:	Procurement Manager
Directorate:	Finance & Corporate Services
Reports To (role):	Head of Procurement

Aims and Influence

- Provide a complete commercial procurement function to all Centrepoint Directorates
- Accountable for the implementation of best practice procurement strategies delivering best value for money whilst ensuring regulatory compliance of goods and services supplied

Summary of Role

- To translate Centrepoint's objectives for Procurement into action and tangible results.
- To perform key Procurement activities across multiple categories of spend, search for better deals and find more cost effective suppliers, using Benchmarking and other cost analysis tools as appropriate.
- Manage complex Procurement processes across the organisation, including tender evaluations, negotiations, meetings and award of contracts.
- Proactively develop strategy and contracts to best deliver Value for Money to the organisation.
- To embrace and propose refinements to the long-term Procurement plan taking account of all relevant legislation and changes thereto (including UK Public Procurement Regulations) and maintain detailed Procurement records as necessary.
- To review, maintain and develop Procurement related policies and procedures and support & advise colleagues on Procurement related matters.
- To develop and implement new strategies. Produce commercial documentation for ITTs.
- Support staff in effectively managing contracts compliantly and manage portfolio of Procurement owned contracts. Run quarterly supplier meetings as required.
- Maintain precise Procurement records maximising opportunities to digitise and automate data. Monitor the commissioning life cycle.
- Provide guidance and inform managers of effective approaches to Procurement. Guide and advise services purchasing behaviour.
- Analyse supplier suitability (including financial suitability and ethical issues), contract terms and KPI's for New Suppliers. Develop SLAs.

Key Results Areas/Success Measures

KR 1:	Manage the sourcing and establishment of new suppliers and liaise with suppliers to ensure that best value market leading goods and services, commensurate with the needs of the organisation, are procured, retained and/or replaced as required.
Success Measure:	There is a directory of good quality and good value goods and services for staff to access, which deliver best value for money to Centrepont.
KR 2:	Lead professional and transparent tender and award processes across Centrepont, ensuring all compliance and risk issues are addressed in the process.
Success Measure:	Tenders are carried out in line with Centrepont's Procurement policy, within any appropriate regulations and ethical guidelines.
KR 3:	Manage regular contract reviews and negotiations with strategic suppliers and lead those with all other key suppliers.
Success Measure:	Suppliers are regularly monitored to ensure they are delivering to contract and SLA standards and poor performance is dealt with promptly.
KR 4:	Support Finance and H&S in the purchase to pay system, iPOS, and create and manage product catalogues
Success Measure:	Current prices and descriptions on iPOS, catalogues or linked documents are accurate and new suppliers are approved and established on the system.
KR 5:	Monitor all non-staff spend and costs to ensure focus of Procurement principles on key spend areas to maximise actual savings.
Success Measure:	Information and buying trends are analysed and alternative purchasing options are proposed where necessary.
KR 6:	Compile and maintain a Key Contracts Register.
Success Measure:	Register will include all Key and Strategic suppliers and appropriate up to date certification (where required) and Insurance.

Other Tasks/Success Measures

Task 1:	Raise awareness of wider Procurement issues and opportunities amongst all purchasers in Centrepont.
Success Measure:	Staff in all parts of the organisation are aware of Procurement issues.
Task 2:	Maintain Procurement guidelines as appropriate in supporting all Directorates.
Success Measure:	Staff are able to follow clear guidelines, which are up to date and in line with the Procurement policy.

Task 3:	Continually assess Centrepont's actual and forecast budgets against current UK Public Contract Regulations and other legislative requirements to ensure compliance.
Success Measure:	Centrepont follows regulation in its tendering practices as appropriate with as much commercial freedom as possible.
Task 4:	Be responsible for own professional development in accordance with the appropriate CIPS CPD, training and examination programme as agreed with the Skills Development team.
Success Measure:	Progression through CIPS

Role Specification

Element and Criteria	Essential / Desirable	Assess. Method
Qualification & Experience		
Educated to degree level or equivalent qualification, or demonstrate such a level of equivalent qualifications and experience through relevant practical work experience	E	A/C
Professional qualification to reflect the seniority of the role e.g. member of CIPS (Level 6)	D	A/C
Considerable experience of proactively developing and implementing procurement strategies and policy at both organisational and project level	E	A/I
Proven consistent achievement in procurement and contracting including planning, drafting, tendering, negotiation and award.	E	A/I
Prior experience in successfully line managing staff, developing and motivating them to give their best	E	A/I
Proven experience in procuring both on a direct basis and via third party frameworks	E	A/I
Prior experience of working within the charity/housing sector would be beneficial	D	A/I
Knowledge		
Strong working knowledge of UK Procurement Regulations	D	A/I
Proven utilization of Procurement platforms	E	A/I
Skills & Abilities (including Values and Behaviours)		
Strong negotiation and influencing skills	E	A/I
Excellent leadership skills with the ability to motivate, inspire and support Centrepont's shared mission, vision and values	E	A/I
Proven ability to work collaboratively with senior colleagues and teams across various disciplines and locations, able to influence, engage and constructively challenge at the strategic level	E	A/I
Excellent communication skills, with the proven ability to effectively engage a range of colleagues and partners including the ability to write reports, strategic documents, policies and procedures	E	A/I

Excellent Numerical and IT skills, including Procurement and Finance systems	E	T
Other Requirements		
Ability to travel to our operating sites as required	E	I
Able to demonstrate the values of Centrepont	E	I

Key: A = Application form. I = Interview. R = Reference. T = Test. C = Certificate. DC = Document checks.

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.

Integrity <i>We always put the good of young people and Centrepoint first</i> • 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	Energy <i>We are ambitious for young people and we have relentless drive, commitment and resilience to achieve that</i> • 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
Humility <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> • 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	Entrepreneurial <i>We are enterprising and innovative – professional, optimistic and always thinking about how to improve</i> • 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
Accountable <i>We know what we have to do and why. We have high standards and expectations of ourselves</i> • We have a clear direction and are fully accountable for delivery in our area • We take personal responsibility to deliver and exceed expectations	Focused <i>We deliver for and with young people in a way that is creative, inspiring and enjoyable</i> • We put young people at the heart of all we do • We are mindful of risk, seeking to be risk intelligent

• We seek and gain the commitment of others; helping others to achieve what they need to do, by inspecting what we expect. • We celebrate success and reward the right behaviour at the right time; fully supporting the appropriate challenge of inappropriate workplace behaviours	• We create a collaborative spirit where people are treated equally with respect • We focus relentlessly on results
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