

Procurement Manager



Too many older people have no one to turn to for support. We believe no older person should have to struggle alone. We're Age UK, the UK's leading charity for older people. We provide information, support, friendship and advice when it's needed most. Our services are a lifeline – could you help us reach even more people who need us?

The job, in a nutshell

The Procurement Manager will lead on and manage end-to-end procurement processes for a range of goods and services across Age UK's portfolio of supplier spend; provide expert advice and guidance to stakeholders across all levels of the organisation; and promote awareness and understanding of the organisation's procurement policy and processes.

What you'll do for us

- Lead and project-manage end-to-end procurement processes in multi-stakeholder environments across a range of spend categories, managing direct awards, framework call-offs, mini-competitions and full tenders, including:
 - Providing expert advice throughout to stakeholders to ensure they are fully informed and understand the requirements of, and their responsibilities in, each stage of the procurement process used
 - Concisely and accurately summarising and representing complex commercial data, technical detail and



'I have worked in the finance team for over 5 years now and I've really enjoyed the journey so far. Everyone at Age UK is very friendly and supportive. I have learnt so much over the last five years, I look forward to the next five.'

Chai Dev
SENIOR FINANCIAL
ACCOUNTANT

Our values



Procurement Manager

operational information to support evaluation and decision-making processes

- Utilising problem-solving and critical reasoning to provide solutions to unforeseen developments or challenges as and when they arise
 - Ensuring that all necessary tasks are completed at each stage of the process in compliance with Age UK's procurement policy and industry best practice
 - Producing appropriate documentation (including reports, summaries and analyses) to support decisions made and outcomes reached.
- Lead on and manage effective contract and pricing negotiations, including using different negotiating strategies and styles to drive the agreement of terms for new contracts or variations in a variety of spend categories
 - Monitor, analyse and report on Age UK financial information and spend data to identify trends, issues and new or emerging risks which may impact the organisation
 - Provide expert advice and analysis on a range of procurement-related issues to advise and support senior stakeholders across all Age UK directorates
 - Lead on strategic and operational projects to identify and deliver savings and efficiencies through procurement activity
 - Identify new and innovative procurement approaches to support stakeholders across all Age UK directorates to execute purchasing activity in a flexible, compliant manner
 - Provide operational and strategic advice to key stakeholders on contract management and supplier relationship management issues or problems as they arise, to ensure Age UK optimises cost, value and successful contract delivery
 - Provide timely and accurate guidance on procurement policies, processes and related activities to all stakeholders tasked with purchasing responsibilities
 - Monitor and support the delivery of procurement activities within the organisation

Location

Hybrid (Home / London)

People management

No

Division

Finance



ageuk.org.uk

Age UK, 7th Floor, One America Square, 17 Crosswall, London EC3N 2LB.
Registered charity number 1128267. Company number 6825798.

Procurement Manager

- Implement and report on systems for monitoring compliance with Age UK's procurement policy and procurement strategy
- Utilise communication, influencing and persuasion skills to build and maintain strategic relationships with key stakeholders across the organisation
- Develop and deliver training programs to enhance skills and knowledge amongst Age UK staff involved in purchasing activity
- Support the Head of Procurement as required to manage Age UK's portfolio of corporate insurance policies.

Location

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People management

No

Division

Finance

What we need from you:

The below competencies will be assessed at the indicated stage of the recruitment process: **Application (A), Interview (I), Test (T), Presentation (P)**

Must haves:

Experience	
Demonstrable experience of working as a procurement professional in an organisation with a proven track record of achieving procurement improvements and cost savings.	A, I
Knowledge of the full procurement cycle - defining and challenging requirements, market assessment and engagement, tender / RFP, evaluation, negotiation, contracting and supplier relationship management - across a range of indirect spend categories.	A, I, P
Experience of managing procurement projects which have involved complex competitive bidding and a variety of pricing models and tools.	A, I, P
Experience of leading and managing effective contract and pricing negotiations.	A, I, P

Skills and Knowledge	
Strong commercial awareness and acumen, and an understanding of value for money / cost effectiveness in the advice, recommendations or service support provided to stakeholders.	A, I



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Procurement Manager

Strong grasp of risk management principles and ability to apply risk assessment techniques in the preparation of procurement plans and execution of procurement activity.	A, I
Working knowledge of contract law and relevant legal and regulatory requirements and how they apply to supplier contracts across a range of indirect categories.	A, I
Understanding of industry best practice for procurement activity.	A, I
Proficiency in Microsoft Office suite of programmes.	A

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Personal attributes

Excellent communication skills, including the ability to clearly explain complex technical and commercial information to stakeholders who have a range of different levels of experience with procurement processes.	A, I, P
Ability to use interpersonal and influencing skills to develop and maintain effective relationships with stakeholders of all levels across the organisation.	A, I, P
Strong analytical and problem-solving skills and ability to think critically.	A, I, P

Great to haves:

The below competencies will be assessed at the indicated stage of the recruitment process: **Application (A), Interview (I), Test (T), Presentation (P)**

Experience

Developing and delivering training programs to enhance skills and knowledge amongst staff involved in purchasing activity.	A, I
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Skills and Knowledge

Knowledge of data and information security regulation and legislation and how they should be applied within procurement activity.	A, I
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Procurement Manager

Understanding of the principles of contract management and supplier relationship management practices.	A, I
Comprehensive understanding of financial and procurement controls, processes and systems.	A, I

Location

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People management

No

Division

Finance

Personal attributes

Proactive and self-motivated with a strong attention to detail.	A, I
Ability to work independently and as part of cross-functional teams.	A, I
Adaptable and flexible, with the ability to manage multiple priorities.	A, I

Other requirements:

The following are desirable but not essential:

- Experience of previous procurement roles in the charity sector
- Chartered Institute of Procurement and Supply qualification
- Experience within a public sector procurement role and an understanding of public sector regulations, including experience with call-offs, mini-competitions, and full tenders.

This role description is not intended to be exhaustive in every respect, but rather to clearly define the fundamental purpose, responsibilities and dimensions for the role.

In addition to the contents of this role description, employees are expected to undertake any and all other reasonable and related tasks allocated by line management.

Age UK acknowledges that some groups are less likely to apply for roles and we welcome applications from anyone who feels they have the skills, time and energy to commit to us.



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