

The National Lottery Community Fund has flexible roles that enable our people to give their best, broaden their skills and manage their career path. This job profile isn't intended to be an exhaustive list of your duties, rather it gives you an outline of what your role will involve. It will be for you to work with your colleagues to develop and shape your work in line with our strategic objectives and the objectives of your team.

Senior Procurement Business Partner

Our managers

As a manager at the Fund, whatever your specialism, you will proactively lead and manage either a team of people or an area of work, or both. You'll be accountable for high levels of performance, setting the standard for others to follow, putting our customers first and supporting our shared mind-set to achieve our strategic objectives.

Your people management skills will be brought to the fore and your ability to nurture, coach, inspire and empower people will be strong, supporting a constructive and positive working environment. Your project management skills will be equally solid, with an ability to delegate when necessary, and your decision-making will be informed by robust analysis and critical assessment. Through effective stakeholder engagement and management, you will deliver excellent customer service and use feedback to improve what we do whilst also drawing on your own learning and experience.

Your role

In this particular role, you'll proactively lead and manage specific high-profile areas of spend and specialisms. You'll be accountable for high levels of performance, setting the standard for others to follow, putting our customers first and supporting our shared mind-set to achieve our strategic objectives.

You will be highly skilled in key procurement principles and practices, with the ability to devise long term strategies for procurement and build trusting collaborative relationships with key stakeholders to develop a forward plan of procurement projects and actions. Supporting the Fund and its shared service clients you will enable them to comply with statutory and regulatory frameworks and identify opportunities for innovation, key deliverables, and commercial solutions.

Improving procurement processes is key to this role as well as contributing to the development of contract management across the Fund. A new focus on developing new contract management approaches, processes and performance management will deliver a wide range of benefits to the Fund and its partners.

Through your excellent relationships and networks, you will play a key role in raising the profile of the team so that it is regarded as valued business partners engaged at an early stage

and champion procurement activity throughout the organisation. You will nurture, coach and mentor junior members of the Procurement team to create a positive working atmosphere, a progressive learning environment and to grow the experience and capability within the team.

Responsible for managing and delivering a variety of projects, you will act as a key project team member on cross-departmental projects and reflecting best practice in all you do in order to protect the Fund from risk, exercise its legal rights and deliver value for money.

The role will be key in reviewing process efficiency, utilising e-procurement systems, and interpreting data, to inform better decision making and improvements within the function and the wider organisation. Developing and maintaining guidance and template materials to manage risk and compliance and/or deliver value for money, which are fit for purpose and user friendly in line with the Fund's Strategic Framework is an essential requirement.

You will work closely and collaboratively with other specialist Business Partners within the Fund, and the wider organisation and assist from time to time with any other work or special project as may be assigned. You will be in an environment and an opportunity where you will have a lot of influence over the direction of team's strategy.

Of course, you'll also need to work within the Fund's policies and procedures and the necessary legislation, and in a way that is in line with our vision and principles. If the role is based in Wales, or supports customers or colleagues in Wales, an understanding of Welsh language legislation and the Welsh Language Standards of the Fund is required.

Your experience

As a manager, you may have been promoted through our internal career paths having demonstrated your skills and leadership abilities or alternatively you may come from an external field. Either way, you'll need to demonstrate your experience and qualifications in these areas:

Essential

- Demonstrable experience of working at a senior level within a high-volume procurement team
- Demonstrable strategic commercial awareness and strong working knowledge of key principles of procurement and supplier relationships
- Experience of procuring large value complex and/or specialist contracts through PCR15 processes
- Comfortable working with variable customer needs, working closely with internal and external stakeholders
- Ability to demonstrate the value of procurement to stakeholders, and able to explain complex legal and regulatory requirements to non-procurement colleagues
- Excellent communication skills and ability to influence people positively
- Strong knowledge of contract management principles and how to implement them
- Able to work as part of a team, taking responsibility for coaching and mentoring junior colleagues

- Flexible approach to work to meet business needs and deadlines and be able to meet the travel requirements of the post
- Take responsibility for own continuing professional development, keeping up to date with new legislation, case law or other material changes affecting procurement

Desirable

- Procurement/Finance/Business related qualification
- Willing to work towards MCIPS qualification and other appropriate learning and development opportunities
- Understanding of environmental and social value issues relating to procurement
- Training and coaching experience to upskill colleagues across the organisation

You will be able to

LEADERSHIP & MANAGEMENT

- Engage with colleagues and stakeholders to generate commitment to goals and ensure delivery
- Be a flexible and confident manager who role models the Fund's vision and principles every day
- Identify individual and team strengths, addressing development requirements to deliver objectives
- Develop a positive working environment that supports others to be engaged and feel empowered to succeed

BUILDING GREAT RELATIONSHIPS

- Build positive relationships and networks inside and outside the Fund to support delivery of objectives
- Demonstrate advanced communication skills including networking, negotiating, and presenting to a range of audiences
- Question and listen to understand customer and stakeholder needs, identifying common themes which support your decisions and actions

PERSONAL RESPONSIBILITY

- Prioritise and role model continuous learning and self-development, seeking out feedback to improve own and team performance
- Remain confident and calm under pressure, and have a positive influence on others during times of change
- Actively seek out work and challenge and drive the delivery of own and team objectives, supporting and encouraging others to do the same

DELIVERY

- Readily share learning, insight, skills and resources to support business activities
- Use technology to create a better service for customers and stakeholders
- Gather, analyse and interpret data and information to inform decisions about your own work and the work of the team
- Understand and interpret the internal and external context when managing and planning business activities

- Monitor governance arrangements, providing solutions to risks and issues and ensuring lessons are learned for future work

Our mindset

- I am passionate about the potential of making excellent grants
- I am committed to effective networking across and beyond the Fund
- I value the diversity and aspirations of communities and colleagues recognising the need to provide equality of opportunity
- I am curious and actively seek new ways of doing things
- I will listen, learn, provide and encourage feedback and challenge
- I am responsible and accountable for the work that I do
- I work flexibly and collaboratively to meet the needs of others
- I apply knowledge and experience to share my learning
- I want to make the Fund a great place to work

Your job family is	Corporate Services	Your directorate is	Finance
Your mode of working is	Office based	Your role template is	Manager