

# Procurement Manager (L3)

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### What's it all about

To deliver the procurement programme through an effective business partnering approach. Ensuring it is delivered in a robust and commercially effective manner across Notting Hill Genesis (NHG), managing risk effectively and ensuring products and services provided by third parties reflect NHG's core values and support the delivery of corporate success.

### How you'll make a difference

You will play a crucial role in delivering the procurement forward plan, which supports the goals and objectives outlined in the corporate strategy, ultimately improving the lives of our residents.

### How you'll do it

- Deliver a responsive, high quality, commercial and customer focused procurement service
- Manage complex procurement projects in compliance with agreed policies, procedures, project management methodologies and other internal controls to ensure that high standard of probity is adhered to across NHG's procurement activity.
- Ensure that contracts are delivered in compliance with all statutory and regulatory requirements i.e. Public Contract Regulations 2015 (PCR's) and Procurement Act 2023.
- Report to the Senior Procurement Manager on all aspects of business activities within the relevant Procurement remit, including advising of new and innovative changes to the supply markets
- Implement strategies to manage procurement risk
- Maintain the NHG Contracts Register
- Provide supplier appraisal information to business groups
- Deliver contract management support to business groups (where required)
- Manage the commercial negotiation with suppliers, in support of divisional commissioning requirements.

- Maintain a comprehensive and up to date knowledge of all relevant legalisation, procedures and best practice.
- Produce timely and accurate reports for Senior Procurement Manager, Head of & Procurement Director
- Ensure that you follow and keep up to date with all relevant Notting Hill Genesis and statutory policies and related procedures including health and safety and financial regulations.
- Hybrid arrangements - at least three days a week in an office. On other days, working from home may be possible, depending on the work and the interaction required.

### All about you

#### Behaviours for success

Our values set out what we stand for. You'll need to show us how you match them and how you'll behave to ensure those are visible when carrying out your work.

- Compassionate
- Progressive
- Dependable
- Inclusive
- Empowered

For each value, we've created example behaviours to help you understand our expectations in more detail. Please [refer to the framework](#). This role is at **staff** level.

#### Essential knowledge, experience and skills including qualifications and professional membership

- MCIPS or working towards MCIPS
- Experience of building and managing effective relationships with both internal and external stakeholders.
- Experience of delivering successful procurement programmes with employee, customer and stakeholder engagement, involvement and collaboration.
- Managed complex procurements.
- Excellent understanding of the most common forms of contracts.
- Excellent knowledge of procurement legislations, standards, procedures and techniques relevant to a Registered Provider.