

Procurement Manager

Procurement – Central Services

Overview	
Role Purpose	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.
Responsible for	Deliver Procurement projects on the Procurement forward plan.
Reports to	Senior Procurement Manager
Line management	N/A
Tier	6
Expectation Level	
Role relationships	
Internal	<ul style="list-style-type: none"> • Manage relationships with the front-line NHG staff who are accountable to customers for the outcome of these services • Manage relationships with colleagues across NHG, who are involved in, or impacted by, the delivery of these services. • Manage relationship with stakeholders, in relation to these services.
External	<ul style="list-style-type: none"> • Manage external parties involved in the delivery of these services e.g. suppliers, subcontractors, clients, regulatory bodies, consultants, national Bodies, residents & leaseholder groups.

Role accountabilities	
<ul style="list-style-type: none"> • Deliver a responsive, high quality, commercial and customer focused procurement service • Support the development of NHG's culture through robust and effective personal and team performance management arrangements • Manage 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. • 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. 	

Role accountabilities

- Ensure that contracts are delivered in compliance with all statutory and regulatory requirements i.e. Public Contract Regulations 2015 (PCR's).
- Actively manage strategic relationships with suppliers in conjunction with internal divisional business areas, with a view to delivering identified efficiencies and continuous improvements over the contract lifecycle.
- Network with external parties to develop effective and collaborative supply chain solutions.
- Maintain a comprehensive and up to date knowledge of all relevant legalisation, procedures and best practice.
- To produce timely and accurate reports for Senior Procurement Manager, Head of & Procurement Director

General

- Ensure you follow the financial regulations, policies and procedures at NHG.
- Ensure that you follow relevant Health and Safety policies and related procedures, keeping up to date with changes and acting to maintain personal health and safety and that of others.
- Ensure that you undertake any corporate responsibilities as required, including leading investigations and hearings in formal processes across the business.

The tasks and responsibilities outlined above are not exhaustive; the post holder may undertake other duties as is reasonably required.

To do the job well, we have outlined the knowledge, experience, and skills you need to do the job.

Personal Specification

Experience (executive)

Essential

- Experience of building and managing effective relationships with both internal and external stakeholders.
- Ability and experience in influencing, negotiation and communication of complex issues.
- Experience of delivering successful procurement programmes with employee, customer and stakeholder engagement, involvement and collaboration.
- Evidence of commercial acumen with a track record of successful negotiation and successful partnerships where relevant

Desirable

Professional expertise (know how & experience)

Essential

- Excellent knowledge of procurement legislations, standards, procedures and techniques relevant to a Registered Provider.

Desirable

<ul style="list-style-type: none"> • Experience of and technical ability in a dynamic and developing procurement environment. • Proven experience of managing and undertaking large public or private sector procurement projects • Experience of negotiating and managing contracts to deliver savings. • Able to demonstrate previous experience successfully delivering in a customer focused business, resulting in high levels of customer satisfaction. • Strong relationship management skills 	
Skills	
Essential	Desirable
<ul style="list-style-type: none"> • Drive • Service Management • Commercial Awareness • Project Management • Relationship Management • Risk Management • Data Analysis • Effective IT Skills including intermediate MS Office Skills 	
Qualifications and/or professional membership	
Essential	Desirable
<ul style="list-style-type: none"> • MCIPS or working towards MCIPS 	

NHG Expectations
<p>NHG expectations framework outlines what we expect from our staff at the five different expectation levels we have across the organisation.</p> <p>This role is an colleague expectation level and therefore you should refer to the colleague expectation profile in addition to this role profile.</p> <p>The full NHG expectations framework is available on our external job site page and intranet, Milo.</p>

You'll be assessed on the knowledge, experience, skills, and expectations criteria at various stages throughout the selection process.