

Senior Procurement Manager

Central Services

Overview	
Role Purpose	To develop 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	Delivery of Procurement Programme.
Reports to	Head of Procurement.
Line management	Yes
Tier	6
Level	Manager
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 senior managers, up to Director level, in relation to these services.
External	Manage external parties involved in the delivery of these services e.g., suppliers, subcontractors, clients, regulatory bodies, consultants, national Bodies, residents & leaseholder groups.

Manager / leadership criteria	
Functions	Procurement
Staff reports	Direct: 3
Specific designated, regulatory compliance requirements	Public Contract Regulations (2015) Compliance Procurement Act 2023 Compliance

Role accountabilities	
<ul style="list-style-type: none"> • Deliver a responsive, high quality, commercial and customer focused procurement service. • Ensure staff are recruited, trained, managed, appraised, and developed effectively to meet the needs of the business and in accordance with NHG values and staff promise. • Support the development of NHG's culture through robust and effective personal and team performance management arrangements. • Manage, monitor, and coordinate the procurement forward plan. • Lead the team in developing and delivering the procurement programme through an effective business partnering approach. 	

Role accountabilities

- Ensure staff are deployed effectively and workloads are delegated appropriately whilst building the reputation of the procurement service and team as a highly professional service, both internally and externally.
- Ensure that staff are managing 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.
- Implement effective monitoring and performance reporting for direct reports, to gauge the teams service delivery levels ensuring that any necessary corrective action is taken.
- Quarterly meetings with NHG directors to review current projects and future business requirements.
- Report to the Head of Procurement on all aspects of business activities within the relevant Procurement remit, including advising of new and innovative changes to the supply markets.
- Manage complex and high value procurements, utilising a range of routes to market.
- Procurement projects to be delivered 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.
- Consulting with stakeholders to design appropriate procurement solutions to improve business performance.
- Developing and delivering effective sourcing strategies to deliver cost savings and added value.
- Implement strategies to manage procurement risk.
- Provide leadership, support, and motivation to procurement managers in delivering the procurement program.
- 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.
- Review and draft terms and conditions of contracts and advise others on form of contracts.
- Managing complex commercial and contractual disputes, breaches, and exit.
- Ensure that contracts are delivered in compliance with all statutory and regulatory requirements i.e., Public Contract Regulations 2015 (PCR's).
- Provide guidance and training to Procurement Managers.
- Provide guidance and training to internal and external stakeholders, including keeping the Procurement eLearning module up to date.
- Provide advice, guidance, and support throughout NHG to ensure procurement processes are compliant, effective and provide best possible value.
- 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.
- Combining market intelligence with a deep understanding of existing supplier arrangements and business requirements to plan and implement sourcing and supply chain strategies.
- Maintain a comprehensive and up to date knowledge of all relevant legalisation, procedures, and best practice.
- Undertaking quarterly internal departmental audits and implementing any process improvement plans.
- To produce timely and accurate reports for Head of & Procurement Director
- Demonstrate results with associated data to report on performance and areas for improvement within procurement.

Role accountabilities

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

Professional expertise (know how & experience)

Essential

- Excellent knowledge of procurement legislations, standards, procedures, and techniques relevant to a Registered Provider.
- 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 delivering above threshold procurements, including complex routes to market such as competitive negotiation or competitive dialogue.
- 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.
- 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.

Desirable

N/A

<ul style="list-style-type: none"> Evidence of commercial acumen with a track record of successful negotiation and successful partnerships where relevant. Strong relationship management skills 	
Skills	
Essential	Desirable
<ul style="list-style-type: none"> Leadership Drive Service Management Commercial Awareness Project Management Relationship Management Risk Management Data Analysis Effective IT Skills including intermediate MS Office Skills 	N/A
Qualifications and/or professional membership	
Essential	Desirable
MCIPS	

NHG Values and Behaviours
<p>NHG Values and Behaviours serve as a guiding framework for our staff and helps us understand how our values should be visible in everything we say and do. They outline what we expect from our staff at different levels across the organisation.</p> <p>This role is at Manager level and therefore you should refer to the Manager behaviours in addition to this role profile.</p> <p>The full list of NHG Values and Behaviours 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.