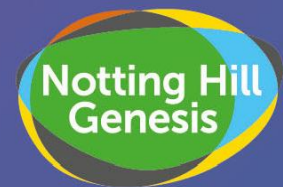


Procurement Assurance Manager



Working better together
for our residents

> Corporate Services > Procurement

What's it all about

As the Procurement Assurance Manager, you'll be responsible for leading the development as well as on-going management of reporting requirements to ensure compliance with the Procurement Act 2023 (the Act), through effective business engagement and collaboration.

You'll be key in supporting the objective to 'embed transparency throughout UK Public Procurement' at NHG, and notices are a key element of this aim. The Act contains a range of new notices, that will be published centrally, and cover the full procurement lifecycle, from pre-procurement planning to implementation and performance under the contract following through to award contract expiry.

How you'll make a difference

You will play a crucial role in leading and managing compliance to the Act, with a particular focus on those notices related to the planning and contract management stages.

By proactively engaging departments, providing training, advice and leading on the publication of required notices via the centralised digital platform, you will mitigate risk.

How you'll do it

Role accountabilities and top line deliverables

- Lead the development of reporting requirements under the Act and establish processes and procedures to support compliance.
- Provide training and advice on the Act and its reporting requirements.
- Work collaboratively with various departments to ensure reporting requirements are produced to meet regulatory timeframes.
- Lead on the publication of required notices, via the centralised digital platform, ensuring

these are published within the regulatory timeframes.

- Gather data and conduct detailed analysis to identify any areas of non-compliance with the Act and implement remedial action.
- Operate with a strong business partnering approach with focus on relationship building.
- 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.

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 **manager** level.

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

- CIPS level 4 (or willing to work towards)
- Excellent knowledge and understanding of relevant legislation, statutory and regulatory requirements of Public Contract Regulations (2015), and an overview of the Procurement Act (2023) and relevant changes.
- Experience of building and managing effective relationships with stakeholders.
- Experience in influencing, negotiation, and communication of complex issues.
- Advanced IT and systems skills including Microsoft office and data analysis techniques.