

# Senior Procurement Manager

## > Finance > Procurement

### What's it all about

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 goods, works 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, monitor, and coordinate the procurement forward plan
- Lead the team in developing and delivering the procurement programme through an effective business partnering approach
- 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.
- Implement effective monitoring and performance reporting for direct reports, to gauge the teams service delivery levels ensuring that any necessary corrective action is taken
- Manage complex and high value procurements, utilising a range of routes to market.
- Implement strategies to manage procurement risk
- 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 (PA23)
- 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 **manager** level (delete as necessary).

This is a people manager role. Please [refer to our people manager standards](#).

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

- MCIPS
- Excellent knowledge of procurement legislations (PCR2015 & PA23), standards, procedures, and techniques relevant to a Registered Provider
- Proven experience of managing and undertaking large public sector procurement projects.
- Significant experience of delivering above threshold procurements, utilising a range of available procedures.
- Able to demonstrate previous experience of delivering successful procurement programmes with employee, customer and stakeholder engagement, involvement, and collaboration
- Advanced IT and systems skills including Microsoft office