**Role Description – Procurement and Supplier Relationship Manager**

Note: numbers in brackets () – please refer to the separate Guidance Notes.

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| Role title | Procurement and Supplier Relationship manager | |  |  | Department | Finance |
| Reports to *(1)* | Head of Finance | | | | Direct reports *(1)* | 0 |
| Key relationships / interfaces *(1)* | **Internal**: | Finance; Company Secretary; Management Group; Departmental Heads; Branch and SIG network. | | | | |
| **External**: | Third-party suppliers and contractors; Banking services; Insurance Brokers; Pension provider; Audit and Assurance Committee | | | | |
| Role purpose *(2)* | To have complete responsibility for planning and implementing innovative procurement solutions. To clarify the requirements of internal customers and develop exact specifications of requirements. Prepare Invitation to Tender, Request for Purchase, Request for Quote and engage directly in contract negotiations with suppliers seeking to improve pricing and terms of business. Issue purchase orders and track delivery of projects through milestones to completion. Assess and evaluate suppliers and contribute to performance reviews to ensure contract compliance. Provide detailed analysis on costs and ensure savings are identified, appropriately captured and tracked. Drive best practice with colleagues and suppliers to increase operational efficiency and add value to APM’s membership and qualification takers. Ability to understand and manage risks in the supply chain. | | | | | |
| Breadth of responsibility *(3)* | The role holder will be the specific point of contact for all procurement and contract activities. This includes, but is not limited to, maintaining and updating the procurement policy, initiating and completing ongoing training for members of staff who will be undertaking procurements as part of their role, reviewing the tender/ quotation process to ascertain how additional functionality could be added to the register to document the tendering process, operate a preferred supplier list in areas of consistent spend. | | | | | |
| Dimensions and limits of authority *(4)* | As per the APM delegated authorities. | | | | | |

| **Key responsibilities / accountabilities** *(5)* | **Key performance measures** *(6)* |
| --- | --- |
| **General** | |
| * Continuously review overhead costs to analyse where cost savings can be made without sacrificing quality and supplier relationships | * Compare overhead costs between periods once a cost reduction programme has been initiated. Analyse any cost of poor quality complaints to assess whether they are related to the cost reductions. |
| * Maintain and update the contract register | * Review contract register to ensure that there are no obsolete contracts and that the correct owners/departments are assigned to each contract |
| * Drafting contracts, making sure we apply best practice, supporting managers to get the best possible outcome for APM. | * Hold regular meetings with those involved in the contract decision process. |
| * Implement any software to assist in the procurement and contract process | * Review current software and realign to required processes |

**Person Specification**

| **Attribute** | **Description** | **Essential / desirable** |
| --- | --- | --- |
| **Qualifications** | * Chartered Institute of Purchasing and Supply | * Desirable |
| **Experience** | * Demonstrable experience of identifying and implementing cost saving procedures in the procurement and supplier relationship management without sacrificing quality. | * Essential |
| **Knowledge** | * Full working knowledge of end to end modern procurement cycle, including eSourcing. | * Essential |
| **Skills** | * Strong strategic sourcing and project management skills. * Strong analytical skills and relationship management skills | * Essential * Essential |
| **Behaviour / competency** | * Communication * Customer and Supplier Focus * Working Together/Teamwork * Confident * Problem Solving and Ownership * Improvement, Change and Creativity * Planning and Organising * Organisational Commitment * Resilience * Negotiating and Influencing Skills * Articulate | * Essential * Essential * Essential * Essential * Essential * Essential * Essential * Essential * Essential * Essential * Essential |

| **Supporting Behaviours** | |
| --- | --- |
| **Behaviour** | **Description** |
| **Communication** | * Writes and speaks clearly, concisely and persuasively |
| **Customer and Supplier Focus** | * Ability to understand the needs and priorities of customers (inside and outside the organisation) and the desire to meet their expectations |
| **Working Together / Teamwork** | * Demonstrates strong team-working ethic and ability to work with a wide range of stakeholders at all levels |
| **Leadership and Developing People** | * Ability to assist team members in reaching full potential through feedback, coaching, development and training |
| **Problem Solving and Ownership** | * Takes ownership of problems and can apply intellectual and creative skills to implementing solutions |
| **Improvement, Change and Creativity** | * Willingness to challenge assumptions and ability to adapt or generate imaginative and innovative ideas |
| **Planning and Organising** | * Ability to develop clear, efficient and logical approaches to work |
| **Organisational Commitment** | * Can demonstrate commitment to the APM and actively embodies the values of the organization by maintaining a professional image at all times. |
| **Resilience** | * Ability to maintain control and performance during stressful situations |