**Role Description –**

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

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| --- | --- | --- | --- | --- | --- |
| Role title | Procurement Manager | Grade | 3 | Department | Finance |
| Reports to *(1)* | Head of Finance | Direct reports *(1)* | 0 |
| Key relationships / interfaces *(1)* | **Internal**:  | Finance; Company Secretary; Leadership Team; Departmental Heads; Budget Holders. |
| **External**: | Third-party suppliers and contractors; Banking services; Insurance Brokers; Pension provider |
| Role purpose *(2)* | Responsible for managing the end to end sourcing process and the implementation of the sourcing plans in relation to all goods and services.Lead and maintain contract management and supplier performance activity for key suppliers and purchasers.  |
| Breadth of responsibility *(3)* | Working with stakeholders to document specifications, define sourcing strategies for key projects, analyse RFP output, negotiate commercial terms, and supplier and purchaser contract agreement drafting. 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, along with other templates such as the sourcing and contract approval form, RFP templates and APM’s suite of contract templates and standard terms and conditions.A ‘critical friend’ to APM’s stakeholders and suppliers |
| Dimensions and limits of authority *(4)* | As per the APM delegated authorities. |

| **Key responsibilities / accountabilities** *(5)* | **Key performance measures** *(6)* |
| --- | --- |
| **General** |
| * Implementation of the sourcing plan by leading the end to end sourcing process and setting up the performance management plans.
 | * Regularly review sourcing plans with Leadership Team and budget holders. Ensure best value for money for the budget and improved terms of business.
 |
| * 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.
* Implement a savings tracker which also monitors added value
 |
| * Maintain and update the contract register
 | * Review contract register to ensure that: there are no obsolete contracts; that the correct owners/departments are assigned to each contract and each contract has a risk assigned to it.
 |
| * Drafting supplier and purchaser contracts, making sure we apply best practice, ensuring compliance to GDPR and supporting managers to get the best possible outcome for APM.
 | * Hold regular meetings with those involved in the contract decision process.
 |
| * Manage ongoing supplier performance. Negotiate with suppliers on all commercial terms (including remote and in person negotiations) and contribute to performance reviews to ensure contract compliance
 | * Engage with suppliers to understand supply base and services provided
 |
| * Rationalise the supply base
 | * Instigate and maintain a preferred supplier list for areas of consistent spend
 |
| * Highlighting and managing risk in the supply of products and services to APM and ensure appropriate contractual coverage.
 | * Regularly review corporate risk register to assess whether risks can be mitigated through contract management.
 |
| * Agreement drafting using APM contractual templates or supplier contracts (with support as necessary from Company Secretary and external lawyers)
 | * Sample check a number of contracts to ensure adherence to APM templates.
 |
| * The ongoing coaching of procurement skills to colleagues who will be undertaking buying as part of their role
 | * Present Contract Management and Negotiation training sessions to new starters and refresher sessions annually.
 |

**Person Specification**

| **Attribute** | **Description** | **Essential / desirable** |
| --- | --- | --- |
| **Qualifications**  | * Chartered Institute of Purchasing and Supply
 | * Essential
 |
| **Experience**  | * Involvement in all types of supplier spend especially Marketing, IT and Facilities
* Experience in legal contract drafting and review
* Proven negotiation record across all categories of spend
 | * Essential
* Essential
* Essential
 |
| **Knowledge** | * Strong aptitude and knowledge of full sourcing life cycle and awareness of market trends and suppliers
 | * Essential
 |
| **Skills** | * Strong business and financial acumen with ability to evaluate, analyse and solve problems
* Ability to influence, align views and gain consensus and provide clarity on what needs to be achieved
* Ability to be able to articulate how Procurement works and provide direction and flexibility when a ‘one size fits all’ approach doesn’t work
* Ability to resolve conflicting priorities and manage crises
* Ability to operate effectively as a self-starter
* Commitment to service excellence and process improvement
* Negotiating and Influencing Skills
 | * Essential
* Essential
* Essential
* Essential
* Essential
* 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
* Articulate
* Proactivity
 | * 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
 |
| **Confident** | * Using acquired knowledge and experience to demonstrate a credible and self-assured presence in all communication.
 |
| **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 always embodies the values of the organization by maintaining a professional image.
 |
| **Resilience** | * Ability to maintain control and performance during stressful situations
 |
| **Articulate** | * Able to express ideas clearly and effectively in speech or writing
 |
| **Proactivity** | * Acting in advance of a future situation, rather than reacting. Taking control of a situation and making early changes.
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