

## Job Description

<b>Job Title</b>	Procurement and Contracts Manager	<b>Grade</b>	3
<b>Department</b>	Corporate Services - Finance	<b>Reports</b>	0
<b>Reports to</b>	Head of Finance		

### Our values

The role holder will be expected to operate in line with our company values of:

- Progressive
- Warm
- Excellent
- Thoughtful

Values are the principles that drive our behaviours. They are organisation-wide and should be adopted by everyone. Behaviours provide a consistent standard we can all expect inside the organisation from one another, and towards our members and stakeholders.

### Main purpose of the role

To oversee the creation, implementation, and management of contracts and procurement processes. This role ensures all contracts are compliant, cost-effective, and aligned with the company's strategic goals. The Contracts Manager will also assist in term negotiations and management of supplier relationships.

### Key relationships

#### *Internal*

- Finance; Company Secretary; Leadership Team; Departmental Heads; Budget Holders.

#### *External*

- Third-party suppliers and contractors

### Career development

We are a learning organisation and want our employees to learn and grow during their time with us. There are many ways in which they can do this:

- Personal development days offer an opportunity to attend interactive bite sized training events.
- Our fantastic knowledge share calendar of events enables colleagues to share their knowledge with each other as well as access to a coach or mentor to help employees to navigate their chosen career paths.
- Shadowing in other departments is a popular way to learn about the roles and challenges across the different functions.

## Key responsibilities / accountabilities (not exhaustive):

### **Contract management and development (supplier and customer):**

- Draft, review, and negotiate contracts to ensure compliance with legal and organisational standards.
- Oversee the contract lifecycle from initiation to termination, ensuring adherence to all terms.
- Maintain a comprehensive database of all contracts, including renewals and amendments.
- Identify potential risks in contract terms and conditions and propose mitigation strategies.
- Liaison with outsourced legal support for complex/onerous contracts.

### **Procurement:**

- Lead and support the procurement lifecycle, including request for information/proposals, and performance management plans. Supported by the subject matter expert.
- Identify and evaluate potential suppliers, negotiate contracts, and establish strong supplier relationships.
- Follow, develop and implement procurement processes to ensure cost-effective purchasing and timely delivery of goods and services.
- Monitor supplier performance and address any issues or discrepancies.

### **Stakeholder engagement:**

- Serve as the primary point of contact for all contract-related and procurement requests and issues.
- Liaise with stakeholders to understand their needs and ensure alignment of procurement strategies with business goals.
- Provide guidance and training to staff on contract and procurement best practices.

### **Reporting:**

- Analyse and report on supplier spend and financial performance.
- Collaborate with the finance department to ensure accurate financial reporting and budgeting.

### **Continuous improvement:**

- Stay updated on industry trends, best practices, and new regulations related to contracts and procurement.
- Implement process improvements to enhance efficiency and effectiveness in contract management and procurement.
- Conduct regular audits of procurement and contract processes to identify areas for improvement.

## Person specification – Procurement Manager

Attribute	Essential	Desirable
Qualifications		<ul style="list-style-type: none"> <li>Professional certification in contract management or procurement e.g. Chartered Institute of Procurement and Supply (CIPS), legal qualification</li> </ul> <p>Support available for candidates who wish to start/continue study.</p>
Experience	<ul style="list-style-type: none"> <li>Experience in contract management and procurement</li> <li>Good understanding of legal terminology and concepts</li> <li>Experience of working with senior stakeholders</li> </ul>	
Knowledge	<ul style="list-style-type: none"> <li>Strong knowledge of contract law, procurement processes, and supplier management.</li> <li>Proficiency in the Microsoft Office Suite</li> </ul>	
Personal Attributes:	<ul style="list-style-type: none"> <li>Detail-oriented with strong organisational skills.</li> <li>Ability to work independently and as part of a team</li> <li>Leadership and decision-making abilities</li> <li>Adaptable and able to manage multiple priorities</li> <li>Attention to detail</li> <li>Strong interpersonal skills</li> </ul>	