

Job Description

Job Title	Procurement Manager	Grade	3
Department	Corporate Services – Finance	Reports	0
Reports to	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

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.

Dimensions & Limits

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 contract register, 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

As per the APM delegated authorities.

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

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
- Maintain and update the contract register
- 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.
- 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
- Rationalise the supply base
- Highlighting and managing risk in the supply of products and services to APM and ensure appropriate contractual coverage.
- Agreement drafting using APM contractual templates or supplier contracts (with support as necessary from Company Secretary and external lawyers)
- The ongoing coaching of procurement skills to colleagues who will be undertaking buying as part of their role.
- Review contracts 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.
- Hold regular meetings with those involved in the contract decision process.

Key performance measures

- End to end sourcing process and plans in place, monitored, reviewed and updated to support the business strategy.
- Contract management and supplier performance activity actively managed ensuring compliance to GDPR.
- 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
- Engage with suppliers to understand supply base and services provided.
- Instigate and maintain a preferred supplier list for areas of consistent spend
- Regularly review corporate risk register to assess whether risks can be mitigated through contract management.
- Sample check several contracts to ensure adherence to APM templates.
- Contract Management and Negotiation training sessions delivered to new starters and refresher sessions annually.

Person specification – Procurement Manager

Attribute	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Chartered Institute of Purchasing and Supply 	
Experience	<ul style="list-style-type: none"> Involvement in all types of suppliers spend especially Marketing, IT and Facilities Experience in legal contract drafting and review Proven negotiation record across all categories of spend 	
Knowledge	<ul style="list-style-type: none"> Strong aptitude and knowledge of full sourcing life cycle and awareness of market trends and suppliers 	
Skills	<ul style="list-style-type: none"> 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 	
Behaviour / Competency	<ul style="list-style-type: none"> 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 	