

Procurement Manager



Within the **Assurance** team.

SALARY

Up to £45,000

RESPONSIBLE FOR

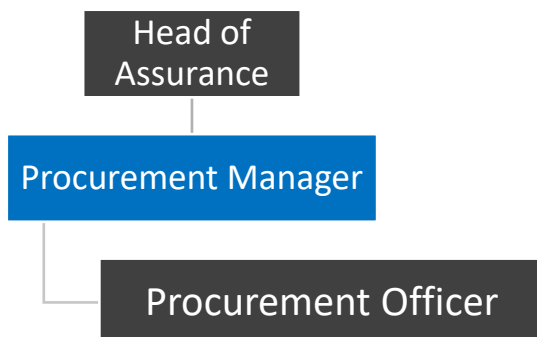
Procurement Officer

RESPONSIBLE TO

Head of Assurance

CORE PURPOSE

To lead a robust procurement function within SHG ensuring compliance with legal and regulatory requirements as well as achieving value for money and quality outcomes for customers



The Procurement Manager will be responsible for leading SHG's overall approach to procurement, ensuring this is effective and compliant with legislation. They will oversee procurement activity across SHG, ensuring positive outcomes for customers and maximisation of value for money are core to all activity.

They will develop a new set of Contract Procedure Rules and work with colleagues to ensure a Procurement Forward Plan is in place, regularly analysing expenditure. The Procurement Manager will oversee SHG's Contract Register, and support Contract Leads to manage existing suppliers and contractors successfully.

They will have an expert level of knowledge of public procurement laws and best practice / case law. They will understand the procurement needs of a growing, commercial business, including the risks and opportunities of operating in a group structure.

The Procurement Manager will be a confident decision maker, able to offer solutions to problems and recommendations. They will have a strategic mindset and be able to contribute to wider corporate projects as a trusted advisor and subject matter expert.

They will develop a new Procurement Service Plan for SHG which links with a new Value for Money Strategy to ensure effective use of resources and positive outcomes for customers. They will create guidance and policies that the business can adopt and deliver training / coaching. This will mean having strong communication and relationship building skills and being able to work with a wide range of people and services. They will influence others; challenge where needed and have SHG's Values at the heart of everything they do.



PENSION

Access to a Social Housing Pension Scheme (SHPS)



GENEROUS ANNUAL LEAVE ENTITLEMENT

28 days, increasing to 31 days after 5 years' service



HEALTH CASH PLAN

Claim back a proportion of your everyday healthcare and medical expenses



RETAIL DISCOUNTS

Access to a wide range of discounts to provide savings on food and shopping



FLEXIBLE WORKING

Flexible working arrangements ensure you can achieve a healthy work life balance



WORKING PATTERN

Full Time | 37 hours

RESPONSIBILITIES: *The Procurement Manager will...*

- ✓ Be SHG's procurement expert and lead the procurement service, ensuring that it is robust, and that all procurement activity is undertaken in compliance with the Procurement Act 2023 and related legislation
- ✓ Ensure SHG's Procurement Service Plan and Contract Procedure Rules are fit for purpose and that procurement activity is in line with SHG's Financial Regulations, VFM Strategy & EDI Strategy
- ✓ Help develop and shape SHG's approach to Social Value delivered through contracts
- ✓ Work proactively with stakeholders to develop and maintain SHG's Contract Register and Procurement Forward Plan to ensure that effective and efficient procurement and contract management activity is delivered that drives continuous improvement and maximises value for money
- ✓ Ensure the procurement service contributes to SHG's compliance with the Regulator's Economic and Consumer Standards as well as other legal / regulatory requirements
- ✓ Be committed to customer experience and excellence (including leaseholders), particularly for contracts where key services are delivered directly to customers by third parties
- ✓ Undertake pre-procurement research to fully understand the markets in which SHG operates to ensure tenders can be structured in the most advantageous way with commercial risks managed effectively
- ✓ Utilise their experience of establishing and maintaining Dynamic Markets and Framework Agreements to ensure SHG is developing innovative procurement solutions to meet business needs
- ✓ Work with Contract Leads to produce high quality tender and contract documents, working collaboratively with others (including external advisors where required) to ensure contracts are awarded based on fair competition and value for money
- ✓ Ensure there are robust contracts and agreed contract management arrangements in place, with effective supplier relationships being developed and maintained across the life of the contract
- ✓ Produce regular reports about procurement / VFM / social value outcomes, escalating issues as appropriate

STRENGTHS: *The Procurement Manager will deliver key responsibilities by...*

- ✓ Developing strong working relationships with people at all levels, commanding respect and being a trusted advisor / subject matter expert
- ✓ Being an effective communicator and able to positively influence the behaviour of others
- ✓ Demonstrating strong negotiation skills whilst also being able to challenge non-compliance in a confident manner
- ✓ Having an unwavering commitment to safeguard public money with high standards of ethics and probity – maximising value for money and social value outcomes at all times
- ✓ Being a credible and effective leader and be able to inspire and motivate the Procurement Team, ensuring high quality outcomes are delivered and the team are engaged with SHG's Values
- ✓ Having strong project management skills and being able to autonomously manage a varied and busy workload, ensuring targets and deadlines are achieved whilst remaining flexible to unexpected changes
- ✓ Having excellent attention to detail with the ability to process large amounts of complex data / information and be able to explain complex things in a simple way
- ✓ Being able to make decisions / recommendations within agreed authority limits, be an effective problem solver and able to escalate issues appropriately, should they arise
- ✓ Being able to develop and shape strategies, policies / processes / systems of work as well as creating practical guidance and delivering coaching and training to others
- ✓ Contributing to projects / improvement activities across SHG, providing advice and guidance on solutions to meet current & future business needs
- ✓ Having an ability to interrogate management information, analysing and interpreting data (using advanced formulas in Microsoft Excel) and use that data to shape improvement / change strategies
- ✓ Having a commitment to customer voice (including leaseholders) shaping procurement processes, particularly where a service is subject to charges payable by customers

REQUIREMENTS: *The Procurement Manager must have...*

- ✓ A relevant professional qualification (for example MCIPS), or be qualified by experience at a senior level, and have a commitment to ongoing Continued Professional Development (CPD)
- ✓ Expert knowledge of procurement legislation and best practice with the ability to successfully apply this to a range of business scenarios
- ✓ Proven experience of working with public procurement legislation, establishing tendering and contract management processes which can be followed by others to ensure compliance
- ✓ Experience of leading and managing end-to-end procurement activity with comprehensive knowledge of different tender approaches and innovative solutions to obtain best value for money / social value and agreed outcomes
- ✓ Strong knowledge and understanding of the public sector, in particular of local government / social housing / not-for-profit organisations and current issues in these sectors
- ✓ An understanding of the risks, challenges, and opportunities of group structures with a parent company and subsidiaries
- ✓ A commercial mindset and business understanding including management of finances and customer expectations
- ✓ The ability to influence change and create new and innovative operating models – thinking outside of the box and challenging inefficient working practices
- ✓ Strong IT / digital skills including competent use of Microsoft Office / SharePoint / OneDrive as well as bespoke systems including e-procurement portals and other similar software
- ✓ A commitment to protecting commercially confidential and sensitive information and ensuring information is managed in accordance with GDPR and SHG's Information Governance Policies at all times
- ✓ The ability to keep abreast of sector developments and anticipate changes in best practice, taking a proactive approach by recommending service changes to the business
- ✓ Experience of working flexibly, in line with SHG's Values and where required, outside of normal business hours

VALUES: *The Procurement Manager will role model core values...*

Ambition

We have the ambition & courage to challenge; translating this into commercial success & brilliant outcomes for customers

Social

Responsibility

We always try to do the right thing; using our role as a service provider, employer & buyer to generate trust, build our communities & empower our people

Passion

We have a passion for what we do; with positive, motivated & enthusiastic staff who enjoy their work

Innovation

We are innovative in everything we do; with the agility, creativity & edge to keep defying expectations & delivering fresh & exciting things

Respect

We treat each other with respect; supporting & inspiring one another & collaborating across teams & partnerships

Excellence

We continually improve how we work; challenging the status quo, learning from what goes well & always being professional

