

Job Description

Job title	Procurement and Best Value Manager
School / department	Finance (Strategic Procurement)
Grade	7
Line manager	Head of Procurement

Main purpose of the job

To achieve best value and cost effectiveness through whole lifecycle of contract management. Delivering service and quality from the most suitable suppliers and ensuring full compliance with EU directives and public sector best practice.

To liaise, advise and assist internal stakeholders to ensure benefits realisation from contracts.

To interface with:

Externally:

- Suppliers and potential suppliers of goods and services
- Trade bodies, Professional Institutions, EU and Government Departments and other third parties relevant to UWL's sourcing, procurement and collaborative activities

Internally:

- Budget Holders
- Department Managers
- Service / product users
- Other stakeholders

Key areas of responsibility

- Lead tender management (using e-tendering software) to maximise use of contracts and agreements including working closely with stakeholder colleagues and monitoring contract compliance, resolving issues arising in consultation with users.
- Plan, organise and be proactive in the renewal of contracts allowing an adequate timeframe for contracts to be re-tendered.
- Guide internal department managers on how to monitor and manage supplier cost, service and quality performance including the setting and monitoring of key performance indicators for key contracts through service level agreements, seeking to improve contractor performance and supplier relations to gain efficiency benefits.
- For appropriate contracts where SPD is to act as the lead, to monitor and manage supplier cost, service and quality performance including the setting and monitoring of key performance indicators for key contracts through service level agreements, seeking to improve contractor performance and supplier relations to gain efficiency benefits.
- Benchmark prices and service level agreements where appropriate and promote Consortia and CCS agreements and maximise the take up spend against these pre-tendered contracts.
- Advise service users on contract specifications in order to produce the best overall value specifications for UWL.

- Developing category strategies and plans
- Prepare commercial and legal elements of set of tender documentation with appropriate advice from the Head of Strategic Procurement.
- Responsibility for managing the overall tender process for specific projects.
- Agree evaluation criteria with project teams and support project teams in analysis and evaluate tender submissions.
- Debrief suppliers appropriately in-line with PCR 2015 and UWL legal obligations and University policy.
- Ensure that UWL's Financial Regulations and Procurement Strategies are adhered to and that financial probity is maintained in all transactions and dealings with suppliers.
- Facilitate, coordinate and service the Value for Money Group, responsible for reporting on efficiencies.
- Compile data and draft yearly VFM report.
- Assist in progressing and further developing UWL Procurement Strategies at all levels.
- To work in accordance with UWL's equality and diversity policies and demonstrate personal commitment to the promotion of equality and diversity.
- Carry out any other duties of a similar nature and commensurate level as directed from time to time by the Head of Strategic Procurement.
- Make professional decision in a face paced environment

Person Specification

Criteria	Essential	Desirable
Qualifications and/or membership of professional bodies	MCIPS qualified	Educated to degree level
Knowledge and experience	<p>Public sector procurement experience</p> <p>End to end procurement tendering experience</p> <p>Track record of successful contract management</p> <p>Track record of cross-functional team working</p> <p>Track record of working independently</p> <p>Experience of P2P systems and e-tendering software</p>	Higher Education sector experience
Specific skills to the job	<p>Self-motivated with the ability to plan and prioritise own workload effectively, balancing deadlines</p> <p>Comprehensive knowledge of procurement</p> <p>Up to-date working knowledge of procurement directives and their use and implementation in a public sector environment</p> <p>Ability to use own initiative to progress projects unassisted</p> <p>Strong communication skills, written and verbal</p>	<p>Effective time management skills</p> <p>Excellent IT skills, competent in the use of MS Word, Excel, PowerPoint and Outlook</p> <p>Sound organisational and administrative skills.</p> <p>Adaptive learner and innovator</p>

	<p>Able to work proactively and effectively with other departments to deliver best value for money</p> <p>Excellent planning and project co-ordination skills</p> <p>Ability to work as a flexible and effective member of a small Procurement Team and wider Finance Team</p> <p>Friendly and approachable professional manner</p> <p>Ability to observe a high level of confidentiality at all times</p> <p>Accepts and actively seeks responsibility</p> <p>Capable of withstanding pressure</p>	
<p>General skills</p>	<p>Effective time management skills</p> <p>Excellent IT skills, competent in the use of MS Word, Excel, PowerPoint and Outlook</p> <p>Sound organisational and administrative skills.</p> <p>Adaptive learner and innovator</p> <p>Strong and effective decision-making capacity</p> <p>Effective at interpreting complex and multiple sources of information to make decisions</p> <p>Highly effective collaboration skills</p> <p>Effective at influencing others, inc. executive management</p>	

	Good knowledge of the category marketplace and procurement best practices	
Other		
Disclosure and Barring Scheme	This post does not require a DBS check	
<p>Essential Criteria are those, without which, a candidate would not be able to do the job. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the shortlisting stage.</p> <p>Desirable Criteria are those that would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.</p>		