

Job Description

Job title	Head of Procurement
School / department	Finance
Grade	Grade 9
Line manager	Group Deputy CFO
Responsible for	Procurement Best Value Manager and Procurement Assistant

Main purpose of the job

- To lead a procurement function which supports the objectives in the University's strategy', in particular to procure services which improve the student experience and deliver Value for Money (VFM) via economy, efficiency and effectiveness.
- To provide a centre of procurement expertise for the University of West London, minimising risks and delivering a positive service in support of the University's mission, vision and values.
- To lead the University's Procurement Policy.
- To provide direction and leadership for the procurement function.

Key areas of responsibility

- Produce strategies and policies to deliver optimum VFM for all aspects of University expenditure through sourcing, supply, performance monitoring and embedding a VFM ethos in everyday management decision making.
- Lead complex procurement activities ensuring compliance and minimise the risk of legal challenge.
- Lead the framework to embed category management for all strategic non-pay expenditure, analyse non pay expenditure and apply appropriate procurement strategies to deliver VFM and reduce commercial risk.
- Develop policies and metrics to improve best practice awareness and use throughout the University at all levels of expenditure to achieve optimum VFM by providing guidance to devolved procurement staff.
- Manage current procurement policies, procedures and programs.
- Drive, support and maintain VFM infrastructure for the University, via knowledge exchange with all central service departments and Schools.
- Encourage and promote co-operation and communication between devolved procurement expertise and the strategic procurement department in order to better influence total University expenditure.

- Improve, embed and monitor overall procurement performance (strategic and devolved). Build an ethos of continuous improvement throughout the procurement infrastructure to support and deliver the University through the evolving environment.
- Lead the function at the highest standards to support improvement in the Higher Education sector's Procurement Maturity Assessment from the current position of Tactical to Superior (the highest measure).
- Promote collaboration by pursuing and developing co-operative relationships between the University and external procurement stakeholder bodies such as HEFCE (Higher Education Funding Council for England), SUPC (Southern Universities Purchasing Consortium), LUPC (London Universities Purchasing Consortium), Crown Commercial Service (CCS) and other public and non-public sector bodies.
- Embed sound ethical, social and environmental procurement policies within the procurement infrastructure.
- Ensure that good governance arrangements exist for all reporting and that all processes stand the scrutiny of internal audit.
- Report to the Finance Committee on awards over £1m and, when significant awards are made, to the Board of Governors.
- Develop methodologies for improving VFM and obtain the Leadership Team's approval to the Annual VFM Plan. Prepare the Annual VFM Report, including the VFM Plan for the next year and obtain approval from the Audit & Risk Committee and the Board of Governors.
- Participate in sector wide initiative and drives, including collaborating with other HEIs, user groups, the Procurement Professionals Group within the British Universities Finance Directors Group (BUFDG) and purchasing consortia.
- Complete a number of returns for UWL including: the HEPA annual return; and the SUPC annual spend data return.
- Leading, managing and supporting the development of Procurement Office staff
- Monitoring supplier performance and ensure that contractual obligations are met.
- Building and maintaining long-term relationships with vendors and suppliers.
- The overall management of P2P and Finance systems, including development of systems to ensure current and up to date with new releases and upgrades and development and delivery of training materials for all users.

- Skilled in coaching managers to build their capacity, capability and confidence in dealing with HR management issues
- In respect of income bids:
 - Provide procurement expertise, evaluations, focus etc.
 - Attend supplier briefings
 - Write and review bids with subject matter experts
 - Complete and submit, SQ's and tenders via commissioners procurement system

In addition to the above areas of responsibility the position may be required to undertake any other reasonable duties relating to the broad scope of the position.

Person Specification

Criteria	Essential	Desirable
Qualifications and/or membership of professional bodies	<ul style="list-style-type: none"> • Honours degree or equivalent • Member of the Chartered Institute of Purchasing (MCIP) 	<ul style="list-style-type: none"> • PRINCE2
Knowledge and experience	<ul style="list-style-type: none"> • Leadership of large scale procurement processes • Led on high value tenders of over £5m • Current procurement law and compliance • Contract management processes • Best practice and industry developments in procurement and sourcing • Experience of working within public sector regulations 	<ul style="list-style-type: none"> • Higher Education sector experience
Specific skills to the job	<ul style="list-style-type: none"> • Thorough understanding of procurement rules 	

	<ul style="list-style-type: none"> • Thorough understanding of contractual processes • A business partnering approach to procurement • Oversee contract development and administration 	
General skills	<ul style="list-style-type: none"> • IT literate • Good report writing • Team player 	
Other	<ul style="list-style-type: none"> • Confident individual, able to liaise directly with the Vice-Chancellor, the Leadership Team and Governors 	
Disclosure and Barring Scheme	This post does not require a DBS check	