



## JOB DESCRIPTION

### Strategic Procurement Manager – Band F (£44,606 p.a.)

#### **Job Purpose**

- To maximise the Procurement team’s influence across all areas of external spend and ensure that the Procurement team receive appropriate training and development, are informed, managed, and motivated to deliver effective, fit-for-purpose, proactive and cost-effective support to their stakeholders.
- Provide advice, guidance, and support on best practice procurement across Citizen, including the identification, assessment and management of potential risks associated with different sourcing strategies; and provide insight through the analysis of spend, price and cost analysis, supply markets and their supply chains.
- To ensure that the Procurement Strategy, Policy, and Procedures are fully implemented and compliant with UK Procurement Regulations and other legal requirements.
- To achieve measurable costs savings and or quality/service improvements through effective tendering and procurement activities with suppliers of goods, works and services.
- To have specific responsibility for the procurement of high value/ strategic contracts for works, goods, and services particularly regarding Asset Management, Building Safety and Decarbonisation.
- To have specific responsibility for managing the monitoring of any social value benefits identified during the procurement process and to feed this into to Citizen’s Environmental Social Governance Reporting Framework.
- To seek best procurement practice from inside and outside the organisation and to cascade this best practice.
- To manage and maintain key procurement information i.e., the Contract Register, Sourcing Plan and Benefits Register & Spend Analysis.
- To deliver effective procurement communications and training to colleagues, customers, suppliers, and other stakeholder and provide advice and guidance on matters related to procurement generally.

#### **Responsibilities**

##### *Strategic Procurement*

- Support implementation of the Procurement Strategy, Policy, and detailed Procurement Procedures, which ensure that Citizen attains value for money, complies with internal and external regulations and delivers Social Value to the communities in which it operates.
- To manage the Procurement team to deliver procurement frameworks and contracts efficiently and effectively for goods, works and services across the organisation.
- Lead and manage high value and/ or strategic procurement projects to deliver works, goods, and services, which meet or exceed customer requirements.

This Job Description is not exhaustive, you may, at any time be required to carry out additional duties or responsibilities, which fall reasonably within the remit of this role, or in accordance with operational requirements.

- Lead and manage the delivery of a social value framework ensuring supplier commitments are identified and monitored during the procurement process and contribute to Citizen's Environmental Social Governance Reporting Framework.
- Develop Excel workbooks and databases to collate, manipulate and analyse spend data and information from the business to produce management information to assist procurement stakeholders and the Procurement team to make business decisions and inform the business.
- Provide support to contract managers as required.

#### *Financial Controls and Benefits*

- Provide Value for Money (VfM) advice and record financial, added value and social value benefits identified across the business.
- Manage new supplier set up, and supplier due diligence processes.
- Provide reports, performance updates and analysis to Citizen's Directorates and Senior Leadership Team.

#### *Compliance*

- Conduct and manage the procurement process from end to end, ensuring value for money, regulatory compliance and that commercial and contractual risks are observed and managed.
- Ensure that all Procurement legislation and any other relevant directives are complied with for all procurement projects undertaken.
- Ensure that procurement exercises are conducted in a robust and auditable manner, providing clear objectives, selection and award criteria, project timelines and award decisions.
- Develop procurement documents in conjunction with internal stakeholders and customers, and legal advisors and consultants when required.
- Collate, update, and circulate information required to ensure compliance with Financial Regulations, Regulator of Social Housing and UK procurement regulations.
- Responsible for producing reports and documents as required from available data, including the use of Citizen's financial systems and other systems as necessary.
- Undertake quarterly audits of procurement projects to identify any inconsistencies in the application of the procurement procedures.

#### *Communication*

- Support the effective communication of the Procurement Strategy, Policy, Procedures, Systems and activity to customers, partners, internal stakeholders, and the sector to deliver maximum benefits and ensure a positive perception of Procurement.
- Engage and develop effective relationships with key internal and external stakeholders and lead on the procurement of key high value and/ or strategic works, goods, and services.
- To engage with procurement stakeholders at all levels across Citizen to gather requirements and to consult re. procurement arrangements to ensure buy in and support.
- Engage and develop effective relationships with key internal and external stakeholders to lead on the delivery of social value to the communities in which Citizen operates and contribute to Citizen's Environmental Social Governance Reporting.

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- To ensure that all relevant areas of the business are regularly updated with information regarding procurement procedures, contracts and agreements including the production of regular communications for publication.
- Support diverse external organisations with the procurement process to ensure the accessibility of procurement opportunities.
- Ensure that customers' views are sought to inform the specification of good and services that will be delivered to customers' homes and communities.

#### *Staff Management*

- Ensure that staff are trained and managed appropriately.
- Carry out research to identify best practice in relevant areas to support the ongoing development and improvement of the team.
- Ensure that all work is carried out in line with Citizen's policies and procedures including Health and Safety, Equality and Diversity, Safeguarding, Probity and Customer Involvement.

#### *Any Other Duties:*

- To undertake all work in line with Citizen's Vision and Values.
- Any other duties appropriate to this post, as necessary, or as requested by the Head of Procurement.

#### **To fulfil the requirements of this role you will have experience, skills, and knowledge in the following areas:**

- Extensive knowledge and understanding of procurement including best practice, achievement of Value for Money and benefits delivery.
- Knowledge and understanding of RSH/ UK procurement law and regulations.
- Working knowledge of procurement sourcing strategies including the development of quote and tender preparations.
- Working knowledge of Social Value generation, management, and monitoring.
- Experience of risk management and implementation strategies during the procurement lifecycle.
- Knowledge and understanding of e-procurement system(s).
- Knowledge and understanding of Market analysis.
- Knowledge and understanding of the Social Housing Sector.
- Experience of working within a regulated environment.
- Experience of contract management and review.
- Experience in implementing strategies, policies, and procedures.
- Strong Influencing and negotiation skills to enable effective operation and relationship building at all levels.
- Experience of providing high quality reports, performance updates and analysis to management teams.
- Ability to manage, organise and prioritise own workload.
- Ability to lead, manage and oversee diverse projects of differing complexities, meeting deadlines as required.

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- Ability to demonstrate commitment to excellent customer service and lead by example to motivate others to achieve same.
- Experience of team leadership and staff management.
- Ability to be innovative to deliver continuous service improvement.
- Embraces the need for and adapts positively to change, resilient to challenges, obstacles, and handling conflict.
- Highly self-motivated, acts with integrity and shows drive and enthusiasm.
- Strong inter-personal and positive persuasion skills.
- Ability to communicate effectively at all levels, internally and externally.
- Demonstrates understanding of a commitment to principles of equality and diversity.
- Mobility across Citizen's area of operation as there will be some travel to other offices/sites.
- Ability to work outside of normal office hours on occasions.
- The post requires a basic DBS Check.

**It would also be great if you hold either of the following:**

- Educated to degree level.
- Relevant professional qualification i.e., CIPS.

**Citizen Values – It is important that you live our values.**

- **BRAVE** Willing to take on the tough stuff, to challenge yourself and not give up.
- **AMBITIOUS** Able to find solutions, not afraid to try things out and willing to keep learning and improving.
- **HONEST** Willing to take responsibility, to be realistic and to do what you say you will do.
- **CITIZEN** Committed to our people and places; you believe everyone has something to give and encourage everyone to be the best they can be.

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