

Job Description

1. Job Identification			
Job Title:	Procurement Manager	Postholder:	
Department:	Strategic Services	Location:	Remote/Hybrid
Reporting to:	Head of People Experience	Weekly Hours:	35 Hours
Prepared by:	M McNeil	Date:	15/05/23

2. Organisational Position		
Immediate Supervisor(s)	Line:	Head of People Experience
	Function:	Procurement Compliance
Immediate Subordinates (specify job titles and number of posts)	None	

3. Overall Purpose of Job (state briefly why the job exists)
To ensure and support the practical delivery of procurement across the group in compliance with legal and regulatory obligations, delivering value for money and positive outcomes

4. Principal Responsibilities (refer to extent of travel if required)	
a.	Manage sourcing and supplier engagement activities including RFx, spend pattern analysis, contract analysis, bid evaluation, negotiations, and supplier consolidation
b.	Through spend analysis and review, identify opportunity for delivery of value for money, efficiencies and improved effectiveness within the context of procurement activity.
c.	Provide direct support for the group in respect of regulated procurement, including support in respect of compiling tender documentation, administration of the procurement process and assistance during the procurement and appointment process in regard to placing notices, scoring and appointment
d.	Provide advice and assistance to colleagues in respect of procurement falling below regulated thresholds including but not limited to tender preparation, use of PCS and or call offs from framework agreements
e.	Arrange the delivery of training for colleagues and Board members on procurement
f.	Audit procurement activity ensuring ongoing compliance
g.	Ensure that direct awards are made in compliance with the STJ process and maintenance of a register where this route is adopted
h.	Monitor contract compliance post appointment
i.	Maintain the Procurement Register and ensure that group obligations are met in regard to publishing procurement activity as required under regulations
j.	Liaise with peer organisations to identify and promote opportunity for collaboration in regard to the procurement of goods, service and works
k.	Support business development and reduce risks to the group by reviewing and advising on the correct terms and conditions to be used for upcoming contracts and advising colleagues and management on areas of risk implications and compliance issues
l.	Provide support, guidance and feedback for suppliers who are interested in bidding for work, including supplier engagement events and opportunities, where appropriate

m.	Encourage the engagement of local suppliers and SMEs in Grampian Group procurement through provision of support guidance and feedback
n.	Signpost colleagues with procurement responsibility towards appropriate external consultants for support with Regulated Procurement where specialist advice is required
o.	Take the lead in the production and review of the Group's Procurement Strategy, associated procedures and production of colleague guidance
p.	Through supplier engagement support supply in a manner which is consistent with group objectives in regard to equalities, modern slavery, sustainability and delivery of community benefits
q.	Report on procurement to the Executive Team and Board

5. Job Activities (provide examples of main activities completed to achieve outputs detailed in Section 4 above)

Managing Employees	None
Financial Resources	Not directly but oversight of how resource is used and to support delivery of VFM
Information Resources	Databases relative to procurement, financial records, external resources e.g. PCS
Physical Resources	IT Equipment, physical records
Responsibility for Service Users	Through effective procurement, delivery of VFM, community benefit and positive outcomes for service users

6. Relationships with Others (specify principle contacts, both internal and external, excluding supervisor(s) and subordinate(s) and explain the purpose of this interaction).

Internal: Colleagues in regard to procurement activity including advice and support, training and process management. Executive, Team and Board in regard to reporting

External: Suppliers, procurement vehicles, i.e. PCS, Framework providers etc

7. Level of Decision-Making (detail decisions the jobholder is authorised to take and specify any relevant dimensions e.g. monetary values).

Make recommendations in respect of procurement compliance
Identify non-compliance and act to see that addressed

8. Organisation/Planning (specify activities and/or plans the jobholder is required organise or formulate)

Production of an annual Procurement Plan
Individual procurement campaigns
Production of Procurement Strategy

This job description is intended to provide a general statement of the major tasks and activities of the job. It is not an exhaustive list of all its detailed duties. As a term of your employment, you will undertake such other duties as may reasonably be required of you and that are broadly consistent with the job.

Job Description Agreement

Job Holder:		Date:	
Line Manager:		Date:	