

University of London Job Specification

Job Title: Procurement Manager

Department: Property and Facilities Management

Level: Level 08 (AMP)

Job Purpose:	Reporting into the Director of Procurement and as part of a small team, University of London is looking to recruit a Procurement Manager to lead all non-IT categories across the organisation. UoL is undertaking a fundamental procurement transformation programme and the Procurement Manager role will be integral to this process.	
Job Content:		%
	<ol style="list-style-type: none"> 1. Working with the Director of Procurement to lead on specific categories of expenditure and major procurement projects. (Standard categories of expenditure include Property & FM, Professional Services, People and Corporate Services). 2. Develop formal strategic category plans aligned with Business objectives. 3. To drive forward the university's commercial, procurement, and transformation programmes; managing commercial and procurement projects which deliver organisational change to enable the university to achieve continuous improvement. 4. Negotiating favourable terms with suppliers with an emphasis on streamlining the supplier base and driving down costs. 5. Development of the procurement savings pipeline and reporting on progress. 6. Integrate Procurement into decision making at an early stage within departmental operations via strong stakeholder engagement. 7. Development and integration of the eProcurement system and processes into BAU. 8. Coaching and development of junior Procurement colleagues and key contacts within departments. 9. Deliver against agreed savings targets, contributing to the overall savings delivery target for the Procurement Team. 10. To actively follow and promote the University of London policies, including the University's Dignity at Work and Equal Opportunities Policy and actively promote these wherever possible. 11. To maintain an awareness and observation of fire and health and safety regulations 	

<p>12. Any other duties consistent with both the grade and scope of the post</p> <p>13. Any other duties reasonably required of the postholder by the reporting manager.</p>	
<p>Reports to:</p> <p>Responsible for:</p>	<p>Procurement Director</p> <p>N/A</p>
<p>Additional demands of the role:</p>	<p>N/A</p>

Person Specification
<p><u>EXPERIENCE & PERSONAL QUALITIES</u></p> <p><i>Essential:</i></p> <ul style="list-style-type: none"> • Strong Indirect category knowledge in areas such as Marketing, HR, Professional Services and Facilities. • Outstanding interpersonal skills, specifically communication and presentation skills. • A strong technical understanding of the end-to-end procurement process including strategic sourcing, standard sourcing methodologies. • Previous experience working in a procurement department across indirect spend categories and evidence of controlling a significant spend and achieving considerable savings. • Use of eProcurement systems. • Proven, in-depth relevant experience. • Proven negotiating and influencing skills.
<p><u>TECHNICAL KNOWLEDGE & SKILLS</u></p> <p><i>Essential:</i></p> <ul style="list-style-type: none"> • Contract drafting • Project management experience • Understanding of OJEU procurement regulations. • MCIPS, or studying towards it.
<p><u>EDUCATION & PROFESSIONAL QUALIFICATIONS</u></p> <p><i>Essential:</i></p> <ul style="list-style-type: none"> • Educated to Degree level or equivalent experience. • MCIPS, or studying towards it.

Competency Requirements	Essential	Desirable
Adapting to change		C
<i>Commercial awareness (optional)</i>	C	
Creativity and innovation		C
Interpersonal understanding	C	
Leadership		C
Managing resources	B	
Organisational commitment		C
Proactivity and planning	C	
Problem solving and decision making	C	
Performance Management	B	
Resilience		C
Working collaboratively with others	C	
<p>Competencies are scored on an A-D scale, with D representing the highest demonstration of the competency.</p> <p>For further information on each of the competencies and relevant levels, please refer to the University's Competency Model http://www.london.ac.uk/5258</p>		