

Job Description

Procurement Manager

RESPONSIBLE TO: Head of Asset & Compliance

JOB PURPOSE:.

This corporate role will engage all contractors to ensure we deliver the improvement program and all other associated tenders for the Trust in relation to improvements, whilst delivering VFM and maximising the impact on the customer

'WHAT' you'll do!

- Create a procurement strategy for the business considering frameworks, local supply and compliance
- Deliver the end to end procurement for critical contracts and ensure VFM is delivered via sourcing other local suppliers for lower risk contracts and tenders.
- Implement Strategic planning for the business, working with finance teams
- Adopt a Lifetime value approach to asset performance working with repairs
- Improve the Customer communication to ensure customer satisfaction is increased
- Make Improvements to the CX maximising the use of automated digital technology
- Deliver and manage the procurement strategy for the Trust

'HOW' – you'll do it!

- Transparent with everyone, always being open, honest and clear, with ourselves and others ensuring feedback is given in a timely fashion and we commute effectively across the Trust.
- Restless in your approach to finding better ways we're better tomorrow by challenging what we are doing today. Always looking at best practice to ensure we are forward thinking and innovative
- Upfront and honest. We are bold, confident and direct. We say it as it is. However, we will not be shouty or rude but constructive and clear with people, so they know WHAT we expect from them and HOW they deliver it.
- Skilled - We invest in our people and attract talent so the Trust thrives. We invest in staff to deliver our high performing culture
- Together – championing a “one team” ethos. We support and talk to each other across teams to help improve lives. We work on delivering more through project teams – rather than the functional/hierarchical teams

No job description can cover every task which may arise within the post. The post holder will be expected to carry out other duties from time to time which are broadly consistent with those in this document

Person Specification

	ASSESSMENT	
Behaviour – HOW		
Transparent with your teams and peers	E	
Restless in your approach to finding better ways	E	
Upfront and honest	E	
Skilled - continually improving	E	
Together – championing a “one team” ethos	E	
Qualifications		
Educated to GCSE or A level	D	I/C
Professional or management qualification.	D	I/C
Skills/Abilities/Competence WHAT		
Building capability and capacity in a changing environment	E	
Guiding strategic action through others to deliver results	E	
Strong and decisive leadership that is resilient, confident and resourceful	E	
Problem solving & making sound decisions whilst using good judgment	E	
Having COURAGE <i>to use (good) judgement</i> , take calculated risks, stand up for what you believe is right and do the right thing by the business.	E	
Managing a range of diverse Customer facing services	E	I/A
Engagement: a knack for using emotion and logic to communicate a persuasive vision and connect with people	E	
Effective budget Management	E	I
Effectively managing Customer expectations	E	I/A
Stakeholder Management	E	I/A
Health & Safety awareness	D	I/A
Insightful, spotting connections between the people and ideas to create a vision wider than area of responsibility.	E	I

METHOD OF ASSESSMENT

- A** **Application form**
- I** **Interview**
- S** **Skills Test**
- C** **Production of Certificates**