**JOB DESCRIPTION**

| Job Title: | Head of Procurement | Grade: | SG10 |
|---|---|---|---|
| Department: | Procurement | Location: | Avery Hill |
| Start date: | TBC | End date: | Permanent |
| Role reports to: | Chief Financial Officer | | |
| Key contacts: | • Assistant Finance Directors<br>• Vice-Chancellor<br>• Members of the Vice-Chancellor's Group<br>• Professional Services Directors | | |

This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.

**Job Purpose:**

Working in close collaboration with the Chief Financial Officer, the Head of Procurement will lead and manage the University's supply chain, delivering value for money through an excellent service delivery culture within the team in support of the University's "This our Time 2030 Strategy".  The role line manages 6 individuals in a team of 7 and influences revenue spend of c£60m and c£15m capital spend in a typical year.

The role requires excellent leadership skills, and the continuous review and enhancing of procurement techniques to deliver value efficiently through the University's supply chain.

**Key Responsibilities:**

**Procurement Service Delivery Excellence**
1. Providing leadership and management of the University's program of procurement, stock, and materials control activities including tendering, purchasing, risk management and contract administration.

2. Adopting a customer centric approach to procurement activities working with the Faculties and Directorates to understand requirements and operational conditions.  Continually seeking feedback to improve stakeholder experience and team's performance.

3. Creating innovative procurement techniques to deliver value for money and social value as part of purchasing process and outcomes.

4. Ensuring purchasing activities are co-ordinated and planned in a timely fashion.  This includes working alongside the Faculties and Directorates advising and influencing on specifications that meet the University's strategic and operational needs

**Benchmarking and best practice**

5. Continuously identifying new and innovative procurement techniques which enhance stakeholder experience whilst meeting University needs. Present constructive challenge to traditional ways of working where scope for improvement in processes is identified.

6. To proactively engage with peer networks to benchmark the performance of the service against other UK Universities, identifying ways to achieve better overall value outcomes for Faculties, Directorates and the University.

**Internal and External Engagement**

7. Develop good practice in procurement across the University through awareness, guidance, training and development sessions to Faculties and Directorates in the most effective way to achieve their procurement requirements.

8. Ensure the provision of comprehensive, relevant, and useful management information to the University Executive Group, external bodies, and other key forums on procurement performance and achievements.

9. Represent and promote the university on relevant regional, national and international bodies and build effective relationships with external stakeholders including regulatory and funding bodies.

**Governance and compliance:**

10. Maintain an effective risk management framework and compliance with relevant procurement legislation. Establish an efficient framework which minimises bureaucracy and improves efficiency whilst still ensuring compliance with procurement legislation.

**Print Management**

11. Oversee the management of the print needs across the University.  This includes responsibility for the efficient operation of the print facility ensuring that it is appropriately resourced to meet the needs of the University whilst reflecting our social, environmental and financial sustainability strategic priorities.

**Leadership and Team Development**

12. Motivate, develop, and empower individual members of the team to realise their potential at both a personal level and as a key contributor to the team's performance.

13. Create the environment and set expectations to lead a high performing team that embodies excellent service delivery and uncompromising quality.

14. Take on roles and responsibilities across the University as required as a member of the University's Leadership Forum

**Generic:**
- Manage any related team budget.
- Undertake appropriate research and insight related to the role.
- Liaise with external agencies and organisations, as appropriate, on the university's behalf.

**Managing Self**
- Develop and exhibit excellent organisational, planning and time management skills.
- Display logical thinking with creative problem-solving.
- Excellent communication and negotiation skills.
- Able to build positive relationships with a variety of stakeholders.
- Ability to work well with others and to provide leadership to a variety of internal and external stakeholders.
- Manage own time and daily work tasks.
- Work independently and as part of a team.

**Additional Requirements:**
The post holder will have access to a range of sensitive and key University systems, it is therefore essential that they demonstrate a high level of professional integrity and discretion. Any other duties appropriate to the post and grade.

**KEY PERFORMANCE INDICATORS:**
- All contracts meet legislative and best practice requirements
- Faculty and Directorate feedback recognises ease of doing business with excellent advisory support
- Award of major contracts with social value attributes conditions
- High performing team attributes identified and embedded
- Development plans in place for all team members

**KEY RELATIONSHIPS (Internal & External):**
- Vice Chancellor
- Members of the Vice-Chancellor's Group
- Academic faculty representatives
- Professional services
- Colleagues across the HE and public sectors in related fields.

## PERSON SPECIFICATION

| Essential | Desirable |
|---|---|
| **Experience:**<br>Strong strategic procurement and supply chain background in complex organisation with experience in institutions subject to Public Sector Procurement Regulations.<br><br>Excellent technical knowledge and understanding of tendering, contract and project management.<br><br>Broad category knowledge across a range of goods, services and works with particular experience in Estates, IT and major outsourcing initiatives.<br><br>Strong track record in delivering value through the supply chain.<br><br>Expert understanding of changing perspectives to the institutional operating environment, such as regulatory efficiency and procurement reform initiatives, Freedom of Information, Corporate Social Responsibility and sustainability/environmental factors. | **Experience:**<br>Experience of working within Higher Education<br><br>Working with consortium arrangements and optimal conditions under which to utilise. |

| Skills | Skills: |
|---|---|
| Demonstrable financial, commercial and, business acumen including strong negotiating skills to deliver best value from our supply chain. | Implementing or managing purchasing solutions in ERP or e-business systems |
| Experience in managing and developing high-performance teams | Experience in leading and transforming Procurement in a multi-site environment. |
| Track record of developing and empowering individuals to realise their potential | Understanding of contract law and dispute resolution. |
| Able to prioritise, organise and deliver a complex and changing workload under pressure, without constant supervision and to tight deadlines | Leading cross functional teams on sourcing initiatives |
| Change agent with a deep knowledge of procurement best practices alongside a commitment to keep these skills up to date | Excellent IT skills including advanced Excel skills. |
| Track record of process simplification and leading and implementing performance and process improvement | |
| Excellent verbal and written communication skills including report writing and presentation skills. Ability to communicate complex information clearly and straightforwardly | |
| Excellent interpersonal skills with the ability to constructively challenge and support colleagues to ensure delivery of best value for the University whilst adopting a customer focused approach | |
| Knowledge and understanding of e-procurement systems and development | |
| **Qualifications:** | **Qualifications:** |
| Educated to degree level or equivalent | N/A |
| Be a member of the CIPS or an equivalent professional body. | |
| **Personal attributes** | **Personal attributes:** |
| We are looking for people who can help us deliver the values of the University of Greenwich: Inclusive, Collaborative, Impactful | N/A |