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| Job Title: | Procurement Lead | Location/Service: | CS |
| Department: | Estates & Facilities | Reports To: | Head of Estates and Facilities |
| Responsible For: | HG Procurement | Budgetary Responsibility: | Large scale budgets (£m+) |
| Level of DBS Check Required: | Standard | Expected Regulatory Responsibility: | Ensuring procurement meets regulatory standards i.e. Fire Safety, Infection Control |
| Does the role require travel to multiple sites? | Yes |
| Purpose: | | | |
| The role will assist the CFO and Head of Estates in formulating and driving a consistent approach towards sourcing and supply. To lead on the procurement (tendering) of goods/works/or services to achieve best value.  This is a new role to the organisation and will be instrumental in evolving and refining the procurement strategy, policies, processes and templates. Ensuring the processes and controls are adhered to across the group. | | | |
| **Key Role Responsibilities/Accountabilities:** | | | |
| * Ensuring Hesley Group procurement policies are fit for purpose. * Ensure Approved Contractor and Approved Supplier information is kept up to date and regularly reviewed. * Creation and development of documentation for input to tender award decisions. * Regular production of benchmark information for target categories. * Up to date advice on all procurement activities to employees and suppliers * Liaising with key stakeholders to determine their product and service needs * Lead on all procurement activities including pre-qualification, negotiating supplier agreements, preparation of contracts and tender management. * Ensure systems and processes are in place for other ‘HG Purchasers’ to follow. * Ensure compliance with systems and processes and the approved supplier list * Contract monitoring: ensure supply contracts are adhered to, and extensions / re-appraisal appropriately planned. * Identifying areas for improvement to continually drive performance and business results * Managing overall direction, coordination and evaluation of procurement for the organisation * Developing strong relationships with business stakeholders and strategic supply partners. * Ensure all purchases adhere to key legislative requirements. * Lead on the development and regular review of the Hesley Group Product and Technical Specification document. Ensuring colleagues have up to date information on preferred products and suppliers. * Assist the CFO and Head of Estates with ad hoc projects (procurement and non-procurement related)   N.B. The post holder may be expected to undertake additional responsibilities that are reasonably required, appropriate to grade and capability. This job description will be regularly reviewed, involving the post holder, to ensure that it continues to reflect service priorities and developments. | | | |
| Legal and Statutory Responsibilities for all Colleagues: | | | |
| Safeguarding: All colleagues have a duty to maintain a basic level of understanding of safeguarding, signs of  neglect or abuse and how to raise a safeguarding concern as outlined in the organisations Safeguarding and  Whistleblowing policies.  Health & Safety: All colleagues have a duty to take reasonable care for the health and safety of themselves and others. This includes contributing to a safe and secure environment for the people who use our services.  Training Compliance: All colleagues are responsible for maintaining compliance with all mandatory training required for the specific job role they undertake or service they work in, any required qualifications and maintaining any required professional registrations to ensure professional skills and knowledge remain up to date.  Information Governance: All colleagues have a duty to main the confidentiality and integrity of any sensitive or personal data that they access or use within their role.  Diversity and Inclusion: All colleagues are expected to contribute to the development of an inclusive workplace and treat others with dignity and respect at all times.  Line Management: Roles with line management responsibility are expected to ensure all direct reports, and teams they oversee, receive the appropriate levels of supervision and have an annual performance review and contribute to a culture of continuous improvement and development. | | | |
| Person Specification: | | | |
| **Key Skills and Competence**   * Essential - Supportive of change, showing flexibility and reliability at all times. * Essential - Strong negotiation, communication, analytical and problem-solving abilities. * Essential - Detail-oriented and be able to build strong relationships both internally and with external suppliers. * Essential - High level competence in Microsoft excel and other office packages.   **Education and Qualification**   * Essential - Chartered Institute of Procurement and Supply (CIPS) minimum Level 3 or equivalent knowledge and experience in a centralised procurement environment. * Essential - Knowledge of procurement law.   **Skills and Experience**   * Essential - Commercially focused with a keen eye for detail. * Essential - Strong interpersonal skills. * Essential - Excellent organisational, time management and communication skills (both verbal and written). * Essential - You will have a solid understanding of both the purchasing process (tender, negotiation, and award) and strategic sourcing (market data, supply, change, cost control) | | | |
| Our Values and Key Attributes: | | | |
| All colleagues are expected to operate in line with our Values and Behaviour Framework at all times. The framework outlines our core values and the behaviours that we consider to uphold each of our values, as well as universal attributes we consider to underpin everything we do.  Our Values  A black and orange text  Description automatically generated  We put the people we support, families and colleagues at the centre of all we do.  A black background with blue text  Description automatically generated  We recognise that quality comes from our commitment to best practice, improvement and learning; not just compliance.  A blue circle with a white house in the middle  Description automatically generated  A pink and black sign with text  Description automatically generatedWe are passionate about improving lives and work together to enable the people we support to achieve their aspirations.  We embrace a culture of trust and safety so that each of us can perform to our best and thrive.  Universal Attributes  A close-up of a logo  Description automatically generated  Communication is a two-way street; as well as honesty, we actively listen so we can  understand the needs and views of others.  A close-up of a logo  Description automatically generated  Good collaboration between individuals strengthens the team as a whole, enabling  us to share ideas, encouraging others to adopt new skills, while learning from others  ourselves.  A close up of a sign  Description automatically generated  By taking a non-judgmental approach, we can demonstrate empathy and be seen  as approachable, while respecting the culture and opinions of our peers.  A close up of a logo  Description automatically generated  We are accountable for our own actions, and by sharing the lessons we learn in our  working lives, we do things better individually and more broadly as an organisation. | | | |

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