

Procurement Manager

MAIN PURPOSE

To lead, direct and co-ordinate all sourcing activities within an assigned category of spend, developing, delivering and implementing category specific sourcing strategies in order to maximise value for money and deliver savings.

Project management of tender process for contracts within the devolved area of responsibility and negotiation of contracts in order to build a high performing, low risk supply base.

To support the effective delivery of the Commercial and Procurement strategy, policies and processes to provide a professional service to internal customers.

Ensure effective management of the entire Source to Pay process, including rolling out new working practices both internally and to suppliers.

KEY CRITERIA

ESSENTIAL

Professional/Technical Qualifications

1. Educated to HND level (or equivalent).
2. A relevant professional qualification (e.g. MCIPS) or equivalent

Experience and Job Knowledge

1. Demonstrable experience of operating at a management level in procurement or commercial role and leading cross functional projects
2. Evidence of managing procurement and contractual management processes
3. Knowledge of utilities (or similar public sector) procurement policy and legislation
4. Knowledge of service provision and the supply market

within the specific category portfolio and experience of interpreting market knowledge to develop strategic sourcing arrangements

Skills and Competencies

1. Effective stakeholder management (internal and external).
2. Skilled negotiator with the ability to identify and negotiate terms and conditions, contractor performance milestones and methods to monitor and report performance.
3. Proven ability to apply procurement processes and tools in order to achieve value for money

Personal Qualities

1. High level of interpersonal skills including communication, negotiation, influencing and persuasiveness
2. Ability to influence and at ease presenting at Executive level
3. Ability to live and work with ambiguity and change.
4. Tenacious in the face of obstacles and focussed on delivery

DESIRABLE

Experience and Job Knowledge

1. Experience of implementing new procurement processes and systems.
2. Knowledge of Utilities sector

Skills and Competencies

1. Programme management.
2. Change management.
3. Financial management

£42,576 to £47,331

36.25 hour week

Based in Havant

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Applicants should send a CV outlining current salary with 2 referees.

Apply to: Ian Limb, Head of HR, PO Box 8, Havant, Hants PO9 1LG

E-mail: jobs@portsmouthwater.co.uk

Website: www.portsmouthwater.co.uk



We are happy to consider flexible working arrangements. This can include alternative days / hours of work or work location. Please specify any request in your application.

Closing date: 10 AUGUST 2020

Procurement Manager (continued)

4. Lean six sigma process

Should the successful applicant not meet the key criteria sufficiently there may be an opportunity for appointment at a lower grade than stated. The successful applicant would then have the opportunity to progress to the grade advertised once the necessary skills and knowledge have been developed and demonstrated at the required level to the satisfaction of the Senior Procurement Manager.

KEY RESPONSIBILITIES

This role is responsible for:

- Identifying and leading specific procurement projects utilising category management and strategic sourcing methodologies and processes.
- Developing sourcing strategies for key areas of spend, in collaboration with senior managers across the business, which have significant financial, service and strategic impact, optimising the most appropriate procurement route to influence the supply market and secure optimum price and performance.
- Exploring, identifying and implementing innovative approaches to the delivery of complex projects to enhance levels of service and minimize cost, ensuring compliance with Portsmouth Water's Commercial & Procurement Strategy and seek to safeguard their contractual and commercial risk.
- Project management of tender process for contracts within the devolved area of responsibility including negotiation of contracts.
- Proactively managing and building appropriate relationships with key approved suppliers and business partners and identifying, selecting and developing new suppliers to meet future business needs.
- Managing of all contracts in conjunction with key business stakeholders but particularly critical contracts within category area. This will include managing risk, continuous improvement and supplier relationship management via detailed analysis and the establishment of excellent working relationships.
- Ensuring the most effective contractual arrangements are in place to assure flow of goods and materials to the right place at the right time and ensure that the appropriate tools are in place to manage the overall logistics and supply chain management process for their portfolio of contracts.
- Working across diverse functions to ensure full adherence to Source to Contract (S2C) and Purchase to Pay (P2P) processes including rolling out new working practices both internally and to suppliers.
- Responsible for eProcurement systems including catalogues and electronic tenders.
- Leading, co-ordinating and supporting corporate education and training programme for procurement across the organization.
- Provide advice to internal clients and suppliers on tendering and contracts.
- Achieving performance targets in conjunction with the Senior Procurement Manager including delivery of efficiency savings and other benefits realisation targets.

For an informal discussion, please contact Mike Rumboll on 07826 171226.