

## Projects Procurement Manager

**Job purpose:**

To lead the strategic Procurements and contracting for the Shaping Our Future (SoF) projects in accordance with the Procurement Policy and in line with the Procurement Business Plan.

**Key Accountabilities:****Procurement**

- To lead the procurement of required goods, works or services and support the Projects Team to achieve best practice and select the most suitable suppliers for the organisation. This will include all aspects of procurement including production of procurement strategies and plans and management of the procurement aspects of those plans, such as tender documents, scoring matrices/ evaluation criteria, risk profiles and other such documents as required utilising Procurements standard templates.
- To be responsible for making independent decisions and recommendations on best purchasing practices, in line with the organisation's needs and industry standards.
- Lead the reduction of costs through negotiation, rationalisation and integration of supplier relationships, innovative contractual arrangements, and the leverage the organisation's market position.
- To correctly assess the Project Teams requirements at all levels for goods, works and services and provide expert procurement advice, ensuring best purchasing practices, collaboration with internal governance teams and recommendations on the commercial and risk implications.
- Resolve any procurement related issues that may impact the timely completion of the project phases.
- Actively manage and report on project risks throughout the life of the project
- Draft or review contracts and ensure contract sign off is achieved in line with internal policies.

**Contract Management / Supplier Relationship Management**

- Advise the contract owner of the contract terms and their meanings and relevance, especially high value or high-risk contracts once the procurement is complete and manage the transition from project stage to BAU ownership handover
- Work closely with the Project Team and subsequent BAU contract owner to ensure they fully understand contractual customer dependencies and commercial terms prior to contract award and signature, including providing any necessary training.
- Evaluate the suppliers' capabilities to ensure that the contracted terms are adhered to and that existing supplier relationships can be leveraged to build strong and stable relationships.

**Stakeholder Relationship Management**

- Build strong working relationships and work collaboratively with our internal stakeholders, governance teams, project team and senior management teams.

**Management Information**

- Produce timely and accurate management information ensuring best efforts to avoid any unnecessary delays to deliver. Ensure any post tender reporting / negotiation are communicated to the relevant teams.

**Risk**

Lead and manage the risk management process for the procurement of goods, works and services and supplier relationship management ensuring that all risks are identified, documented and mitigated. Work with internal risk and assurance to achieve this

**Knowledge, skills and experience****Essential**

- Experience of leading procurements with Project Teams
- Strong commercial management skills, analysing and interpreting commercial data
- Extensive experience in research, planning and supplier selection through strategic sourcing
- Advance understanding of risk management policies and procedures
- Experience with facilitating internal teams to ensure actions and timescales are adhered to
- Experience with identifying and prioritising key opportunities for cost efficiencies without negative impacts to the service
- Ability to shape services from concept through to delivery
- Strong contract experience including knowledge of Agile and Waterfall contracts
- Strong negotiation skills
- Proficient in the use of Microsoft Word, Outlook and Excel at an Advanced Level.

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**Desirable**

- Degree or equivalent qualification.
- Proven experience of monitoring provider performance against SLAs and KPIs.
- Proven experience of on boarding new suppliers and implementing the agreed governance model.
- Proven experience of inputting into service improvement plans.
- Proven experience of managing supplier exits.
- Coaching and influencing skills – to support others in their understanding of and adherence to contract procedures.
- Member of the Chartered Institute of Purchase and Supply

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