

## Job Description: Senior Project Manager

### Job Description

Job Title:	Senior Project Manager										
Location:	Fusion21 Offices; Puma Court										
Reports to:	Framework Manager										
Staff Responsibilities:	N/A										
Hours of work:	35 hours per week										
Salary Range:	<p>£37,578 – £48,070</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">Bottom</td> <td style="text-align: right;">£37,578</td> </tr> <tr> <td>Lower</td> <td style="text-align: right;">£40,201</td> </tr> <tr> <td>Mid</td> <td style="text-align: right;">£42,824</td> </tr> <tr> <td>Upper</td> <td style="text-align: right;">£45,447</td> </tr> <tr> <td>Top</td> <td style="text-align: right;">£48,070</td> </tr> </table>	Bottom	£37,578	Lower	£40,201	Mid	£42,824	Upper	£45,447	Top	£48,070
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#### Summary of Position:

Reporting to the Framework Manager the role provides relevant advice and consultancy to Members within the scope of Fusion21 procurement service offer.

The role focuses on the management and delivery of procurement services, predominately running call-offs from a range of frameworks.

Typically, working on complex or high value projects the position requires the post holder to be able operate independently without direct supervision. The post holder is expected to have specialist knowledge, skills, and experience in discrete fields within either the built environment or public sector procurement to support their call-off activity.

### Primary Responsibilities

People – Others and Management	<p>Management of operational processes, utilising team members to complete discrete tasks, activities, and elements of procurement activity.</p> <p>Provide mentoring and support to team members.</p>
Customers - Members (Current and Future)	<p>Develop and nurture operational relationships with Members to understand their requirements and articulate our offer in such a way that best meets the need of the Member and Fusion21, providing a responsive and accessible service.</p> <p>Presenting F21 offer in line with agreed messaging.</p>
Customers - Suppliers	<p>Maintain a knowledge of discrete supply network(s) relevant to areas of responsibility.</p> <p>Develop and nurture operational relationships with Suppliers.</p> <p>Work collaboratively with suppliers to create and deliver procurement projects.</p>

Operations - Procurement Compliance	<p>Ensure that activity is conducted in accordance with Policies, Standard Operating Procedures, and Public Contract Regulations (and/or other relevant legislation).</p> <p>Ensure that that internal IT systems, data and information are maintained and up to date.</p>
Operations - Quality of Service	<p>Achieve and maintain high levels of customer service such that Members are satisfied, have a positive experience, feel happy to advocate Fusion21.</p> <p>Manage Member expectations and provide clear consistent and timely communications, delivering work in line with agreed timescales.</p>
Operations - Quality of Work	<p>Undertake call-off and contract activity, and review work of others, to ensure that projects represent the Members' needs, appropriately manage risk, understands, and recognises how markets operate, are priceable and capable of being evaluated.</p> <p>Ensure customer outcomes are achieved and that contracts represent Value for Money.</p>
Operations - Productivity	<p>Minimise non-productive time to ensure procurement services are delivered efficiently and effectively in accordance with the organisation's needs.</p>
Finance	<p>Ensure that service delivery is economically practical and meets needs of the business by managing and issuing fee and service proposals in accordance with agreed parameters.</p> <p>Provide and maintain accurate financial information for projects (pipeline + WIP + forecast).</p> <p>Use Supplier Relationship Management to support the valuation process and where necessary, debt management.</p> <p>Ensure all expenditure is necessary, proportionate and in accordance with agreed budgets and delegated authority.</p>
Social Value in Procurement	<p>Hold an understanding of what social value is, how it can be achieved through public procurement, and have confidence to discuss it with others.</p> <p>Embed social value within the procurement process, ensuring that proposed outcomes and deliverables meet the requirements of members and the supply chain and that they are realistic and achievable.</p>
Products and Services	<p>Provide technical support on the development of new frameworks and undertake tender evaluations (from across the organisation) as requested.</p> <p>Provide feedback on current offer and frameworks to inform operational plans and product development.</p>
General	<p>Maintain a level of knowledge appropriate to the status of the post, from which to advise changes in legislation, policies, requirements, guidance, and best practice as it affects the operation of the Fusion21 and its procurement services.</p> <p>To be a committed team member and Fusion21 ambassador who actively supports team members and external stakeholders through the provision of specialist skills, knowledge, and the use of flexible resources within the wider team and organisation.</p> <p>To always operate in a professional and safe manner in line with statutory duty and the policies and procedures of Fusion21.</p>

## Personal Specification

Post holders that do not meet the essential criteria will be given an appropriate period of time to meet the essential criteria. Fusion21 will support individuals in their learning and development to achieve this.

	Essential	Desirable
<b>Skills, Qualifications &amp; Training</b>	<p>The post holder must commence / work towards CIPS Level 6 Professional Diploma in Procurement and Supply.</p> <p>Post holders not holding the qualifications listed below (or relevant qualifications that exceed these) must undertake the following qualifications:</p> <p>CDM Awareness.</p> <p>Asbestos Awareness.</p>	<p>Chartered Membership of CIPS</p> <p>Relevant Professional Qualification or Membership within the built environment.</p> <p>Presentation skills.</p> <p>SMSTS/IOSH Managing Safely/NEBOSH.</p>
<b>Knowledge</b>	<p>Sound knowledge of the Public Contract Regulations, Policy, PPNs and Guidance.</p> <p>Procurement lifecycle.</p> <p>Technical knowledge relevant to a category, offer or framework(s).</p> <p>Contract management and supplier performance.</p> <p>Understand of how organisations and businesses work and their motivations.</p> <p>Basic contract law relevant to the built environment.</p>	<p>A broad understanding of the sectors and markets that Fusion21 operates in.</p> <p>Knowledge relevant to procurement in the built environment including areas such as: TUPE, GDPR, Building Regulations, etc.</p>
<b>Experience</b>	<p>Using electronic procurement portal(s).</p> <p>Procurement project management.</p> <p>Carrying out procurement under the UK public contract regulations.</p> <p>Stakeholder management and relevant experience working for at least one of: Client/Supplier/Consultancy.</p>	<p>Using Delta e-Sourcing.</p> <p>Using a CRM system.</p> <p>Using online applications; DocuSign, Dun &amp; Bradstreet, Constructionline, Companies House.</p> <p>People Management.</p>

<p><b>Behaviors, Qualities and Attitude</b></p>	<p>Uses feedback from appraisals and other sources to consider personal impact and change behavior.</p> <p>Plans and manages own time effectively and fulfils work requirements and commitments to a high standard.</p> <p>Ensures that own work plans and priorities fit with the needs of others.</p> <p>Communicates concisely using the appropriate method ensuring clear understanding.</p> <p>Understands roles, responsibilities, and purpose within the team, adopting a collaborative approach and respects team decisions.</p> <p>Understands own limitations, operating within areas of competence and seeks assistance when in doubt.</p> <p>Acknowledges the importance of delivering to agreed time, costs and quality in a safe manner and delivers accordingly.</p> <p>Represents the organisational aims effectively and positively.</p> <p>Utilises feedback from stakeholders constructively to initiate continuous improvements.</p> <p>Takes responsibility for providing stakeholder requirements.</p> <p>Behaves in an open, honest, and inclusive manner, upholding personal and organisational ethics and values.</p> <p>Shows respect for the needs of others and promotes equality and diversity.</p>	<p>Reflects on how own values, prejudices and emotions influence their judgement, behavior, and self-belief.</p> <p>Demonstrates active listening and focus when engaging with others.</p> <p>Receptive to asking and receiving questioning in a polite and constructive manner.</p> <p>Contributes ideas and suggestions for developing stakeholder services.</p> <p>Identifies and contributes to how key stakeholders view and impact the business.</p> <p>Listens to stakeholders and takes action to help.</p> <p>Questions established practices which do not add value. Puts forward creative suggestions to improve the quality of service provided.</p> <p>Identifies where working and cooperating with others can result in better services.</p> <p>Endeavors to work collaboratively.</p>
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**Prepared by**

Name:	Oliver Mooney	Signature:		Date:	06/04/2022
Title:	Category Manager				

**Note:** This job description is not exhaustive and is not a comprehensive list of all the tasks that may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken. The post holder is also expected to carry out other duties which are broadly consistent with the role as identified above. This job description will be subject to periodic review, and it may be amended to meet the changing needs of the business. The post-holder will be expected to participate in this process, and we would aim to reach agreement on any changes.