

JOB DESCRIPTION

JOB TITLE: Strategic Procurement Manager

RESPONSIBLE TO: Executive Director of Business Services

SALARY: £60,000 – 70,000

LAST REVIEWED: July 2022

ROLE OVERVIEW:

The Strategic Procurement Manager will be responsible for providing strategic direction and overseeing the development of Fusion21 procurement solutions. This includes ensuring successful delivery of the framework renewal programme as well as identifying, creating and implementation of new products and services that provide value to Fusion21, its Members and Suppliers. Responsible for leadership and management of a team within the Business Services function, the Strategic Procurement Manager will also lead effectively with key stakeholders across the business and have an active role in the Senior Leadership Team. Specifically, the Strategic Procurement Manager will be responsible for:

1. **Procurement Solutions:** Oversee delivery of the Fusion21 framework programme, with lead responsibility to ensure frameworks are successfully procured, remain compliant and provide a market leading revenue generating solution that creates social value
2. **Procurement Strategy:** Ensure the offer is fit for purpose, competitive and maximises the opportunities through procurement policy, strategy and legislation
3. **Leadership & Management:** Directly of a team within business services to ensure the delivery of results and team performance. Indirect leadership and management across the organisation, with an active role in the Senior Leadership Team
4. **Risk Management:** Oversee business resilience risk activity, ensuring effective management of strategic risks
5. **Supply Chain Management:** Design and implement supply chain strategies that enable improved performance across categories

Principal Accountabilities

This 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 and is subject to regular review. The post holder is also expected to carry out other duties which are broadly consistent with the role as identified below:

Procurement Solutions

1. Lead responsibility for the successful delivery of Fusion21's procurement services framework renewal and new product development processes, ensuring effective delivery of end-to-end sourcing processes
2. Developing strategy / business cases for procurement services that are based on customer requirements and supplier capability, whilst demonstrating excellent business acumen and commercial judgement
3. To ensure that Fusion21 complies with all relevant procurement legislation and remains compliant in its day-to-day operational activities
4. To undertake market, product, supplier and organisational research to establish a base of knowledge about existing and future requirements
5. To identify and evaluate opportunities, including cost benefit analysis, to deliver savings through effective procurement strategies for both Fusion21 and for the procurement solutions
6. To analyse the return on investment of framework activity and assess framework profitability, and develop strong business cases for all products

Procurement Strategy

7. Provide expertise to the business on wider procurement strategy, policy, legislation, guidance, and best practice
8. Ensure that the Fusion21 offer remains compliant, effectively manages risk, and capitalises on opportunities through strategy, policy. Legislation and best practice
9. Working effectively with key stakeholders to enable successful delivery and implementation of any changes to Fusion21 procurement services as a result of strategy, policy or legislative updates

Leadership & Management

10. Effective leadership and management of a team within Business Services
11. Demonstrate strong leadership across the business and as an active member of the Senior Leadership Team, supporting successful delivery of day-today business operations
12. Build effective relationships with a diverse range of stakeholders, internally and externally
13. Act as a representative at national and regional forums and events

Supply Chain Management

14. Design and implement supply chain strategies, to enable improved performance across the whole category supply chain including identification and delivery of savings initiatives and innovation opportunities
15. Management of supply chain compliance
16. Manage and oversee supplier development and engagement
17. Responsibility for management of strategic supplier relationships to support and inform procurement activity, operational performance, and business development

Risk Management

18. Oversee strategic risk management activity across the business, acting as Chair of the Business Resilience Review Group
19. Ensure strategic risks are identified and plans are in place to effectively mitigate them, working with stakeholders to ensure effective risk ownership and risk accountability
20. Offer expert commercial advice in risk management, being aware of the latest risk management processes and initiatives

Audit and Assurance

21. ISO accreditations and audit/maintaining process which underpin these
22. Oversee the audit of procurement services, demonstrating organisational compliance with operating procedures and processes, Public Contract Regulations, terms of membership and any other applicable legislative or regulatory requirements
23. Work with stakeholders in the business to drive a culture of continuous improvement and develop processes to ensure our products and services remain compliant while enabling and supporting opportunities for efficiencies.

Additional Responsibilities

24. To be a Fusion21 ambassador
25. To perform in a flexible, customer focused, highly supportive fashion the specific tasks outlined in this job description and such other reasonable duties as the organisation may direct
26. To be a committed team member who actively supports team members with the provision of specialist skills or knowledge and the use of flexible resources within the wider team
27. To operate in a professional and safe manner at all times in line with statutory duty and the policies and procedures of Fusion21
28. To adhere to Financial Regulations and company policies at all times.
29. To undertake any additional duties that may be deemed appropriate from time to time.
30. To ensure that the promotion of Equality, Diversity and Sustainability are central to the organisation's activities.

PERSON SPECIFICATION

QUALITIES	ESSENTIAL	DESIRABLE
<p>CORE COMPETENCIES</p>	<p>Ability to influence people and thrive in a change environment.</p> <p>Good interpersonal skills, able to build and manage effective working relationships with internal and external stakeholders at all levels.</p> <p>Leadership and motivational qualities, evidenced by good track record of managing staff and/or consultants/suppliers.</p> <p>Good written and oral communicational skills at senior management level</p> <p>Energetic, enthusiastic and motivated</p> <p>Excellent commercial judgement and business acumen</p> <p>Excellent ICT skills especially in Microsoft applications and online web-based procurement portals</p> <p>Outstanding organisational and time management skills</p> <p>The ability to use data as a cornerstone for effective decision making. Where data is not available, the ability to improve data collection to assist future commercial decision making</p> <p>Expert in public procurement legislation and policy</p>	

QUALITIES	ESSENTIAL	DESIRABLE
JOB KNOWLEDGE & EXPERIENCE	<p>Experience of implementing and leading procurement strategy that enables positive outcomes</p> <p>Expert market knowledge</p> <p>Experience of delivering results through effective supply chain strategies</p> <p>Evidence of ability to develop reporting processes and systems</p> <p>Ability to offer expert commercial advice in relation to the built environment sector.</p> <p>Deep understanding of the fundamentals of contracting, especially frameworks and JCT</p> <p>Expert knowledge and experience in public procurement regulations and processes</p> <p>Strong attention to detail</p>	
QUALIFICATIONS	<p>Minimum MCIPS or equivalent qualification</p> <p>Evidence of personal development</p>	<p>Project management qualification (e.g. PRINCE2)</p> <p>A formal management qualification (degree level or equivalent)</p> <p>RICS or equivalent</p>