

## Job Description: Project Manager

### Job Description

Job Title:	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>£27,830 – £36,938</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Bottom</td> <td style="text-align: right;">£27,830</td> </tr> <tr> <td>Lower</td> <td style="text-align: right;">£30,107</td> </tr> <tr> <td>Mid</td> <td style="text-align: right;">£32,384</td> </tr> <tr> <td>Upper</td> <td style="text-align: right;">£34,661</td> </tr> <tr> <td>Top</td> <td style="text-align: right;">£36,938</td> </tr> </table>	Bottom	£27,830	Lower	£30,107	Mid	£32,384	Upper	£34,661	Top	£36,938
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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 delivery of procurement services, predominately running call-offs from a range of frameworks.

Typically, working on routine simple low value/risk projects the position requires the post holder to be able operate independently, with guidance and support provided by senior staff, and to support more senior staff in delivering parts of higher value and complex projects.

The post holder is expected have a general knowledge of the built environment or public sector procurement to support their call-off activity.

### Primary Responsibilities

People – Others and Management	Develop effective working relationships across the business to support with the completion of discrete tasks, activities, and elements of procurement activity.
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 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>Provide support with 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 be able to talk about 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>Support with the procurement of frameworks across the organisation, assisting with the evaluation of tenders 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 be aware of 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>	The post holder must commence / work towards CIPS Level 5 Advanced Diploma in Procurement and Supply.	Entry level qualification in a relevant built environment discipline, e.g, HNC or HND in Construction or relevant built environment field, Diploma in Asset and Building Management Compliance, RICS Certificate in Construction Project Management.  CDM Awareness.  Asbestos Awareness.
<b>Knowledge</b>	Technical knowledge relevant to a category, offer or framework(s).	Awareness and broad understanding of the Public Contract Regulations, Policy, PPNs and Guidance.  Contract management and supplier performance.  Supplier relationship management and supplier assessment
<b>Experience</b>	Using electronic procurement portal(s).  Experience of competitive tendering.	Using Delta e-Sourcing.  Using a CRM system.  Using online applications; DocuSign, Dun & Bradstreet, Constructionline, Companies House.  Procurement project management.  Stakeholder management.

<p><b>Behaviours, Qualities and Attitude</b></p>	<p>Uses feedback from appraisals and other sources to consider personal impact and change behaviour.</p> <p>Plans and manages own time effectively and fulfils work requirements and commitments to a high standard.</p> <p>Communicates concisely using the appropriate method ensuring clear understanding.</p> <p>Understands roles, responsibilities, and purpose within the team.</p> <p>Understands own limitations, operating within areas of competence and seeks assistance when in doubt.</p> <p>Represents the organisational aims effectively and positively.</p> <p>Utilises feedback from stakeholders constructively.</p> <p>Takes responsibility for meeting 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, behaviour, and self-belief.</p> <p>Ensures that own work plans and priorities fit with the needs of others.</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>Adopts a collaborative approach and respects team decisions.</p> <p>Acknowledges the importance of delivering to agreed time, costs and quality in a safe manner and delivers accordingly.</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>Endeavours 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.