



Procurement Manager

Job Specification

November 2022

JOB SPECIFICATION

LONDON UNIVERSITIES PURCHASING CONSORTIUM

Job Title: PROCUREMENT MANAGER

Job Summary

The key element of this fixed term role is the delivery of a professional procurement consultancy service to LUPC members, covering all levels of procurement, as required by the member organisation. There may also be a requirement to work within the LUPC Category Management Team on framework agreement tendering or contract management activity.

The role will require a high quality pro-active, agile approach, with a focus on delivering the clients' requirements in a timely and accurate manner.

The personal attributes required are diligence, excellent stakeholder relationship management, and the versatility to work on more than one project at a time, potentially across more than one member organisation. This will require attention to detail and excellent time management skills.

The successful candidate will need to apply management, administration and procurement techniques to achieve LUPC's business objectives with professional competence. They will act as an ambassador for the Consortium ensuring that customer needs are met.

Job Content

- 1. Procurement Consultancy for Member Organisations**
 - a) To lead on procurement activity for LUPC member organisations as required.
 - b) To initiate, develop and execute sourcing strategies for goods and services agreements.
 - c) To design and/or assist in the development of product/service specifications.
 - d) To produce and execute tenders or call-off contracts from framework agreements for spend categories identified by or with the member organisation, in accordance with the public procurement regulations where required. This will include negotiating as appropriate.
 - e) To design each procurement process such that it delivers on the Member Organisation's Responsible Procurement Policy and Strategy.
 - f) To develop selection and award criteria as part of the tender process. This will include risk analysis based e.g. on market intelligence, and the formulation of recommendations.

- g) To continually manage and improve established contracts with suppliers.
- h) To keep up to date with legislation and case law pertaining to the areas of responsibility.

2. Market Intelligence

- a) To assess which suppliers offer the desired products and services and their performance in the market place and to use this intelligence to form the basis of tender arrangements.
- b) To keep up to date on current affairs that may have an impact on the markets.
- c) To understand and anticipate Member Organisations' current and future needs. To maintain regular contact with Members, identify and anticipate needs at the earliest opportunity, ensuring the earliest match between their requirements and the supplier market place.

3. Supplier Relationship Management

- a) To manage and develop best value relationships between LUPC, suppliers and Member Organisations through regular liaison meetings or other methods as appropriate.
- b) To conduct supplier performance assessments and vendor rating.

4. Legislation

- a) To keep up to date with the existing and proposed public procurement legislation that may affect the Consortium and/or its Membership.
- b) To ensure compliance with existing and proposed public procurement legislation.
- c) To act as a source of knowledge and expertise on the methods and implications of applying such legislation from both the Consortium's and suppliers' point of view and to transmit this information to Members, e.g. through training programmes. This requires a constantly updated knowledge of contract law as applicable to procurement.

6. Training

- a) To assist the identification, development, co-ordination and delivery of training to meet Members' needs.
- b) To promote procurement best practice.

- 7. Support the LUPC Category Management Team**
 - a) To work within the LUPC Category Management Team on its tendering and category management activity as required.

- 8. Any other task as required by the Director of LUPC.**

Job Requirements

See Appendix: Person Specification

Chain of Responsibility

Name:

Signed:

Date:

Jasbinder Sandhu, Deputy Director, November 2022

APPENDIX: PERSON SPECIFICATION

Applicants should note that they will need to demonstrate that they possess the qualities set out in the person specification with reference to the specific post. During the appointment process and in your cover letter with your application, you should specifically outline how your experience, professional background (including qualifications and/or membership of any relevant professional body) and current knowledge fits the requirements for the post.

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EXPERIENCE	Proven experience in professional procurement and contract management, including: <ul style="list-style-type: none">• Ability to manage large (preferably collaborative) procurement projects from feasibility to implementation, that bring tangible benefits• Ability to develop complex specifications and tender evaluation mechanisms• Ability to develop effective relationships and joint working both internally and with external bodies/suppliers.	<ul style="list-style-type: none">• Experience of working in a collaborative procurement environment with a range of stakeholders.	Curriculum Vitae and selection process.

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
QUALIFICATIONS	<ul style="list-style-type: none"> Educated to 'A' Level or equivalent, plus Membership of the Chartered Institute of Purchasing and Supply (MCIPS) or working towards this. 	<ul style="list-style-type: none"> A professional, academic or management qualification at degree level relevant to the skills and abilities required for the job. (Candidates must demonstrate relevance to the specific job) 	Curriculum Vitae plus certificate / document checks.
TRAINING		<ul style="list-style-type: none"> Able to demonstrate recent and continuing professional and personal self-development including leadership skills, management training and equal opportunities. 	Curriculum Vitae and selection process.
KNOWLEDGE	<ul style="list-style-type: none"> Demonstrable knowledge of the statutory, regulatory, strategic and key operational issues relevant to the post, specifically, knowledge of contract law and legislation as it applies to procurement. Knowledge of the principles of best value and performance management and the impact on the procurement process. 	<ul style="list-style-type: none"> Understanding of Higher Education issues/agenda, equality, diversity, socio-economic and environmental sustainability. The strategic role of information technology and its applications. Knowledge of e-procurement. Awareness of ethical issues. 	Curriculum Vitae and selection process.

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
CIRCUMSTANCES – PERSONAL	<ul style="list-style-type: none"> • Must be legally entitled to work in the UK. • Must be prepared to work unsocial hours if required. 		Curriculum Vitae and selection process.
DISPOSITION – ADJUSTMENT / ATTITUDE	<ul style="list-style-type: none"> • Must be able to command the confidence of all key stakeholders and commodity group representatives. • Able to demonstrate sound judgement and commercial awareness and a high degree of personal and professional probity and integrity. • Capacity to work under pressure, meet deadlines, satisfy objectives and organisational priorities. 		Assessment during selection process.
PRACTICAL & INTELLECTUAL SKILLS	<ul style="list-style-type: none"> • A persuasive communicator with an ability to present ideas on a range of issues and excellent in both written and oral forms of communication. • Able to demonstrate a high level of analysis, problem solving and negotiating skills. • Extremely good organisational skills, with the ability to prioritise work and reach decisions calmly and quickly under pressure. • Experience of MS Office packages. 	<ul style="list-style-type: none"> • Ability to develop spreadsheets for data monitoring and analysis. 	Curriculum Vitae Assessment during selection process.

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
PHYSICAL / SENSORY	<ul style="list-style-type: none">• Must be able to perform all duties and tasks with reasonable adjustment, where appropriate.		Discussion at interview.