

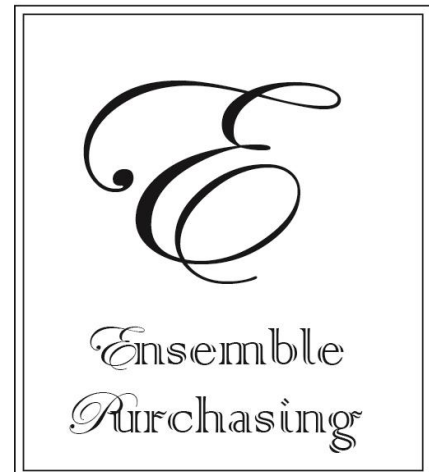
Velocity 400 Limited, trading as Ensemble Purchasing

Vacancy Ref: EPV004

Senior Procurement Manager (Shared Procurement Service)

Candidate Information Pack

August 2018



www.ensemblepurchasing.ac.uk/

About Ensemble Purchasing

In 2015, some Members of London Universities Purchasing Consortium (LUPC) took a major leap forward in shared services when we established an innovative partnership solution offering a complete, **shared procurement service** to participating full Members. This stand-alone service is of particular interest to smaller or specialist institutions who do not have access to their own professional procurement resource.

Around twenty of LUPC's full Members, from across our sectors, each have an annual procurement spend of £20m or less and have either very limited professional procurement resource, or none at all. In total, their total annual spend exceeds £200m, adding up to a very significant sum that may be being spent without the benefit of professional procurement support.

Our Shared Procurement Service offers its Members:

- Professional procurement management for areas of spend selected by the Member;
- Improved supplier relationship management, contract management and risk management;
- Demand management and cost reduction programmes;
- The opportunity to adopt a state-of-the-art purchase-to-pay system;
- Regular spend and benefits reporting;
- An improved sustainability profile;
- The opportunity to up-skill managers in procurement, contract management and other commercial disciplines;
- Assured continuity of service and freedom from the burden of staffing and managing a stand-alone procurement function at a fraction of the cost; and
- A tax-efficient partnership solution in the form of a cost sharing group model.

The service is already well established, with five members and the recruitment of two experienced procurement professionals already in place. With expansion and two new, London-based member institutions, a third procurement professional is now required.

This pack includes the job description, person specification and instructions for applying.

Senior Procurement Manager (Shared Procurement Service)

Central London, up to £50,000pa

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- A tax-efficient partnership solution in the form of a cost sharing group model.

The service is already well established, with five members and three experienced procurement professionals already in place. With expansion and two new, London-based member institutions, an additional procurement professional is now required.

Ideally, you'll also have experience of working in a collaborative procurement environment with a wide range of stakeholders.

In return, we offer a friendly team environment at our offices in Fitzrovia, a competitive salary, generous holiday entitlement and access to a pension scheme.

**VELOCITY 400 LIMITED
(trading as Ensemble Purchasing)**

**B. Job Title SENIOR PROCUREMENT MANAGER
(SHARED PROCUREMENT SERVICE)**

C. Job Summary

Ensure the attainment of best value outcomes for participating institutions in their acquisition of goods and services, through a high-quality, client-centred approach and the application of management, administration and procurement techniques to achieve the institutions' business objectives with a high degree of professional competence.

Act as an ambassador for Ensemble Purchasing, ensuring that client needs are met.

All tasks require a pro-active approach and personal attributes to ensure team working with staff in institutions and London Universities Purchasing Consortium (LUPC), ensuring the continuous improvement of best value procurement for the participating institutions.

D. Job Content

1. A comprehensive procurement service

- a) Provide advice, guidance and support on procurement matters to all to all staff throughout the institutions who undertake purchasing and contracting
- b) Lead complex procurement activities ensuring compliance and minimise the risk of legal challenge
- c) In participating institutions, establish new workflow processes and systems for effective procurement, including selecting, configuring, piloting and rolling out appropriate procurement software to capture spending commitments, provide analytical spend data and track savings benefits delivered
- d) Maximise the use of funds by identifying good practice, leveraging spend within and outside the institutions including using framework agreements, benchmarking and

collaborating between users of the Shared Procurement Service

- e) Initiate, develop and execute sourcing strategies and contracting plans for goods and services agreements
- f) Design and/or assist in the development of product/service specifications
- g) Produce and execute tenders for the relevant spend categories, including those through the EU procurement process
- h) Propose and analyse selection and award criteria as part of each tender process
- i) Aim to become technically proficient in the relevant spend categories in order to complete the responsibilities to the best advantage of the institutions
- j) Support and lead where appropriate on complex negotiations with suppliers on behalf of the institutions
- k) Attend regular meetings as and when requested by the institutions in relation to procurement activities
- l) Draft and prepare reports for the relevant approval levels for the award of high value and high risk contracts, proposed contract extensions and contract variations

2. Strategy and Policy

- a) Develop, implement and establish an appropriate procurement policy and guidelines to ensure strong financial and risk governance and value-for-money regarding the acquisition of goods and services in line with the institutions own financial regulations
- b) Develop a strategic category management approach to manage the larger areas of cross-cutting expenditure
- c) In participating institutions, develop a deliverable strategy for sustainable procurement which is aligned to the institution's overall sustainability agenda including measuring the achievement of the necessary outcomes
- d) Develop policies, guidance, metrics and advice to disseminate and embed adoption of good practice throughout the institution at all levels of expenditure to achieve optimum VFM by all

- e) Improve overall procurement performance (strategic and devolved) building an ethos of prioritised, continuous improvement throughout to support effective management of the operational budget across the institution

2. Market Intelligence

- a) Assess which suppliers offer the desired products and services and their performance in the market place. Use this intelligence to negotiate the best terms with the most appropriate suppliers for the products/services required, and form the basis of tender arrangements
- b) Understand and anticipate institutions' current and future needs. Maintain regular contact with institutions, identify and anticipate needs at the earliest opportunity, ensuring the earliest match between their requirements and the supplier market place
- c) Lead the identification, assessment and management of potential risks associated with different sourcing strategies

3. Supplier Relationship Management

- a) Continually manage and improve established contracts with suppliers
- b) Manage and develop best value relationships between suppliers and the institutions through regular liaison meetings or other methods as appropriate
- c) Promote the effective management of suppliers to deliver value throughout the life of the contract, and to promote the institutions' ethical sourcing, social and environmentally friendly credentials
- d) Work with managers to ensure that contract management takes place to deliver all the features and benefits intended by the contracts
- e) Conduct supplier performance assessments and vendor rating
- f) Carry out due diligence on new and existing suppliers

4. EU Legislation

- a) Keep up to date with the existing and proposed EU public procurement legislation that may affect the institutions
- b) Ensure compliance with existing and proposed EU public procurement legislation
- c) Act as a source of knowledge and expertise on the methods and implications of applying such legislation from both the institutions' and suppliers' point of view and to transmit this information, e.g. through training programmes

This requires a constantly updated knowledge of EU and English contract law as applicable to procurement

6. Collaborating and Reporting

- a) Encourage and promote internal co-operation and communication with and between devolved procurement expertise in order to plan patterns of expenditure and generate greater effectiveness of spend
- b) Promote external collaboration by pursuing and developing co-operative relationships between the institution and external procurement stakeholder bodies such as HEFCE (Higher Education Funding Council for England), LUPC (London Universities Purchasing Consortium), the Crown Commercial Service (CCS), the Higher Education Procurement Association (HEPA) and other public and non-public sector bodies
- c) Improve, embed and overall procurement performance reporting (strategic and devolved) to increase awareness and improve prioritisation

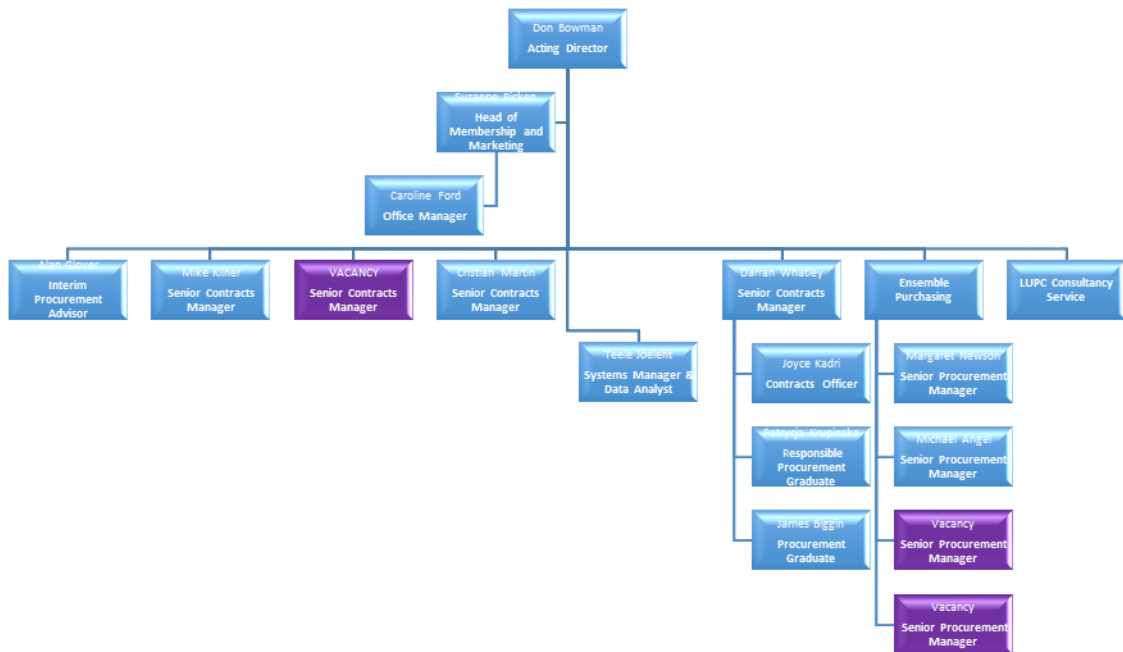
7. Any other task as required by the Company Secretary.

E. Job Requirements

See Appendix: Person Specification

F. Chain of Responsibility

1. Reports to: Initially to the Company Secretary (the Director of LUPC, who is contracted by Ensemble Purchasing to manage and host the team at LUPC's central London office).
2. Responsible for: No support staff initially, though this may change as the service develops.



G. Dimensions

Decision-making and influencing team decisions relating to institutions' aggregate procurement spend up to (initially) £50m annually.

Signed:

Don Bowman, Company Secretary

August 2018

Person Specification

The Person Specification for this role is as set out in the Appendix to these details.

Nature of Appointment

This is a permanent position. The post holder will be employed by Velocity 400 Limited (trading as Ensemble Purchasing) and will be based in central London. Some UK travel will be involved.

Terms and Conditions

Salary will be determined by the Company Secretary initially and thereafter on an annual basis and will be up to £50,000 on appointment. There are 30 days of annual leave (pro rata) plus 5 - 7 days around the Easter and Christmas breaks. There is access to a pension scheme and a season ticket and/or cycle-to-work loan is available.

To Apply

Send your CV as soon as possible, along with a covering letter explaining why you feel you would be the right choice for the position to d.bowman@lupc.ac.uk. The closing date for applications is **12.00 Midday Tuesday 18 September 2018**.

No agencies, please.

Interviews will be taking place on 3 or 4 October 2018.

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, 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	<p>Proven experience in professional procurement and contract management, including:</p> <ul style="list-style-type: none"> • Ability to provide a comprehensive procurement service in a public sector or charitable sector environment • Ability to develop and implement procurement strategy and policy • Ability to manage multiple procurement activities at any given time • Ability to manage large 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 or shared procurement service 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, plus current, full Membership of the Chartered Institute of Procurement and Supply (MCIPS). 	<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. <p>(Candidates must demonstrate relevance to the specific job)</p>	Curriculum Vitae plus certificate / document checks.
TRAINING	<ul style="list-style-type: none"> Able to deliver training and coaching of best procurement practices to multiple stakeholders 	<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 EU legislation as it applies to public 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 when 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. 	<ul style="list-style-type: none"> • Ability to develop computer systems 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.