



Deputy Director

Job Specification

January 2022

Job Summary

Reporting to the Director, the postholder will:

- Deliver a high quality procurement service to meet the needs of its member institutions;
- Develop, manage and execute plans to deliver best value procurement for the consortium membership (collectively and individually) in the context of the Corporate Strategy;
- Make a significant contribution to the LUPC's continuing growth and market reputation (supplier and customer);
- Lead and develop our team of procurement professionals as well as our Responsible Procurement Lead;
- Act as champion of responsible procurement for the Consortium, implementing LUPC's Sustainable Procurement Policy and Strategy;
- Participate fully in the national Joint Contracting Group to develop category strategies and contracting plans with UKUPC (UK Universities Purchasing Consortia);
- Develop and maintain key relationships with our members and other appropriate external bodies (including those at regional, national and sector level), organisations and suppliers within and outside the public sector; and
- Deputise for the Director when required.

Decision Making

The postholder will:

- Work on her/his own initiative and be prepared to deal with complex problems on a regular basis;
- Make decisions regarding the allocation of resources to meet the requirements of the business;
- Develop strategies and policies in conjunction with the membership, our sister consortia and other organisations within and outside the public sector to maximise the value of consortium membership.

Contacts

Routinely, contact will be required at senior levels with the consortium membership, other consortia, the sector generally and within and outside the wider public and charitable sectors.

Specific Responsibilities

Strategy and Delivery

1. Lead on the development of the LUPC's approach to collaborative procurement, including the development of strategies, policies and guidance.
2. Deliver best value procurement agreements for members and encourage member realisation of the value of these agreements by increasing take-up.
3. Project manage (in conjunction with appropriate Member Group(s)) major procurement initiatives from feasibility studies, production of specification documentation, tendering, negotiation and award through to the management of the supply agreement.
4. Assimilate and collate quarterly reports for the LUPC Executive Committee meeting including the Commodity Group Report and Agreement Take-Up Report in relation to consortium supply agreements.
5. Ensure supplier agreements are consistent with the best sustainability principles possible, while sustainability is embedded in the strategies and activities of the Consortium.
6. Manage and develop the consortium portfolio of supply agreements to optimise the provision of consortium member value, ensuring that appropriate Member Groups are involved in the procurement process (agreement development, subsequent management and refinement).
7. Provide procurement advice in response to the needs of members.
8. Ensure that the legislative framework (including, for example UK procurement regulations) and good practice governing consortium collaborative procurement is fully reflected in the LUPC's procurement procedures.
9. Produce high quality reports and present these to the Director, the LUPC Board, Executive Committee or other organisations, bodies or meetings as required.

Management

10. Undertake effective management, motivation and development of the procurement team, currently comprising five Senior Category Managers, a Category Manager and the Responsible Procurement Lead. Ensure that appropriate coordination and effective relationships are maintained between the team, Members and a wide range of Member Groups.
11. Undertake benchmarking and value for money evaluations and assess the commercial value of consortium operations.

Other

12. At all times act as an ambassador for LUPC to promote its interests at all levels within and outside the public sector.
13. Keep abreast of general trends in terms of actual or potential supplier and customer marketplaces.
14. Keep abreast of developments in terms of statute law and best practice guides.
15. Provide HR responsibility for the organisation, including the management of all appropriate recruitment and contractual documentation and procedures as well as maintain the Bright HR system
16. Provide health and safety coordination and accreditation and compliance for the organisation.
17. Deputise for the Director and undertake any other appropriate duty as required by the Director from time to time.

Chain of Responsibility

1. Reports to: Director, LUPC.
2. Responsible for: A team of procurement professionals; currently five Senior Category Managers, one Category Manager and the Responsible Procurement Lead.

The current organisational chart can be seen here:



PERSON SPECIFICATION			
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 in your cover letter or in your cv.			
ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EXPERIENCE	<p>Proven track record at a senior level in an area directly relevant to the post. This should include experience of the following:</p> <p>Ability to manage large procurement projects from feasibility to implementation</p> <p>Successful track record of initiating and procuring services that bring tangible benefits</p> <p>Instigating and managing change, including working across operational boundaries</p> <p>Managing performance to achieve desired outputs and outcomes and deliver continuous improvement</p> <p>Developing effective partnerships and joint working both internally and with external bodies/suppliers</p> <p>Experience of working successfully in a political environment</p> <p>A proven manager with ability to provide strategic and innovative leadership to the team</p>		Curriculum Vitae and interview.

TRAINING	Should be able to demonstrate recent and continuing professional and personal self development including leadership skills, management training and equal opportunities.		Curriculum Vitae and interview.
KNOWLEDGE	<p>Knowledge of industry good practice and developments in specific areas relating to the responsibilities of the post.</p> <p>Demonstrable knowledge of the statutory, regulatory, strategic and key operational issues relevant to the specific post. In particular, knowledge of Public Contracts Regulations as they apply to procurement.</p> <p>Understanding of legal and financial context of procurement and a good understanding of contract law.</p> <p>Knowledge of the principles of best value, sustainability and performance management and their impact on the procurement process.</p>	<p>Understanding of Higher Education issues/agenda, environmental and socio-economic sustainability.</p> <p>Awareness of ethical issues.</p> <p>The strategic role of information technology and its applications.</p> <p>Knowledge of e-procurement.</p>	Curriculum Vitae and interview.
PERSONAL	<p>Must be legally entitled to work in the UK.</p> <p>Must be prepared to work unsocial hours, if required.</p> <p>Must be prepared for travel within the UK.</p>		Curriculum Vitae and interview.

DISPOSITION – ADJUSTMENT / ATTITUDE	<p>Must be able to command the confidence of, and be able to form effective relationships with, all key “stakeholders” and commodity group representatives.</p> <p>Must be able to develop credible working relationships with all levels of personnel with LUPC’s Members and suppliers, as well as other organisations.</p> <p>A persuasive communicator at all levels</p> <p>Highly motivated and not easily discouraged, inspiring and confident with an open, facilitative and approachable style.</p> <p>Able to reflect and analyse, making effective and timely judgements and decisions.</p> <p>Capacity to work under pressure, meet deadlines, satisfy objectives and organisational priorities.</p>	<p>Possess a high degree of political acuity.</p>	<p>Interview.</p>
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PRACTICAL & INTELLECTUAL SKILLS	<p>Ability to undertake benchmarking and value for money studies.</p> <p>Good ICT awareness and skills, proficiency in the use of Microsoft Office applications.</p> <p>Should be excellent in written and oral forms of communication, with good presentation skills</p> <p>Able to demonstrate a high level of analytical skills as well as problem solving, decision making and negotiating skills.</p> <p>Ability to produce practical and creative solutions with substantial evidence of achievement.</p> <p>Ability to respond to and manage complex situations, including managing change.</p>	<p>Ability to develop and implement training programmes.</p> <p>Ability to work with applications for data modelling and analysis.</p>	<p>Curriculum Vitae and interview</p>

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