

JOB DESCRIPTION

Job Title: Head of Procurement

Accountable to: Associate Director of Finance- Capital Expenditure, Procurement and Tax

Contract Length: Permanent

Hours per week/FTE: 35hrs (1.0FTE)

Salary: Weeks per year: 52

Grade: Individual Contract

College/Service: Central Finance

Location: 5th Floor Granary Building Kings Cross London N1C 4AA

Purpose of Role:

The Head of Procurement is responsible for leading the Procurement team for a University with a turnover of £300 million and with significant Estates and IT projects, including two major Capital projects at Stratford and Elephant & Castle. You will require experience in both strategic and operational procurement, the ability to manage complex procurement projects and to work with senior stakeholders in support of University objectives.

The University of the Arts (UAL) is an ambitious university and the Head of Procurement will make a significant contribution to leading on the development and delivery of a Procurement Strategy providing financial benefits, financial sustainability and value for money across UAL. Achievement of the Strategy will be through business partnering and engaging support and agreement for the strategy from key stakeholders, whilst at the same time adding value through procurement.

The Head of Procurement will provide strong management and leadership for the Procurement Team, providing specialist advice, guidance and training on the leading practise procurement techniques and procedures within a category led environment, to meet the key business objectives of UAL.

The Head of Procurement will develop a Procurement vision and will lead on the development of procurement plans, assessing potential risks associated with different sourcing strategies, and will maximise value for money in procurement through financially sustainable, efficient and effective practises.

The Head of Procurement will lead on negotiations on strategically significant contracts and the management of supplier relationships, providing opportunities for suppliers to engage strategically with the University.

The Head of Procurement will be responsible for ensuring compliance with UAL's procurement policies, together with all applicable laws and operating practises. The Head of Procurement will provide solutions for streamlining procurement procedures and processes, providing insights through the analysis of spend, supply markets and savings, and for establishing processes for realising the benefits.

Duties and Responsibilities

Service Head:

- To provide leadership for the Procurement team and to the wider Finance community in terms of the procurement policies and procedures
- To develop and deliver a Procurement Strategy for UAL, engaging support and agreement from key stakeholders, so that implementation of the strategy, using resources to drive value based decisions, is achieved
- To lead, develop and manage the Procurement Team in delivering value for money, financial sustainability and financial benefits for the category led environment within UAL. Ensuring appropriate work planning, levels of resource, people management and development are delivered, in order to shape and support the implementation of procurement across the University.
- To provide overall leadership and management for the operations and continuous improvement of the procurement function, with a focus on an providing a flexible and professional, customer focussed service to the Colleges, departments and business units across the University which

aligns with and supports the University's strategic objectives.

- To manage relationships with all internal and external stakeholders, working collaboratively and proactively with cross divisional teams in full partnership, ensuring the University is receiving value for money, and to identify differing sourcing strategies and to advise on the most suitable procurement route for the University's requirements. Ensuring best practise and adherence to UAL's Standing Financial Orders and Procurement Policies and Procedures.
- To represent UAL with external sector bodies such as LUPC, HEPA and COUP and procurement associations such as CIPS and to be involved in sector wide initiatives, such as setting up new frameworks for the benefit of the University sector.
- To develop strong supplier relationship management with current suppliers, liaising with future suppliers and organising Supplier days so that UAL benefits from sharing good practise with suppliers.

Procurement:

- To develop a Procurement vision and identify solutions for business improvements, providing insight through the analysis of spend, within the category led environment in UAL, using supply markets and supplier relationship management to highlight potential savings.
- To provide leadership, business partnering and guidance to UAL project teams for high value or complex procurements, working with stakeholders to develop customer's requirements and to advise on the tender process from tender documentation through to supplier de-brief.
- To work closely with internal stakeholders to agree procurement plans and to identify future procurement requirements/ tendering exercises in order to ensure that procurement is co-ordinated and that opportunities for collaboration across the University can be managed to maximise purchasing power and to minimise duplication of effort.
- To advise on negotiations on strategically significant contracts and to promote framework agreements, and corporate contracts which represent best value for money and reduce procurement spend, liaising with external purchasing consortia to develop procurement strategies and participating in working groups as required.
- To undertake Supplier Relationship Management with key suppliers in order to share best practise, manage risk and to identify and negotiate further savings within all aspects of procurement policies.
- To undertake regular reviews of existing contracts, including contracts let through public procurement frameworks and the Government e-Marketplace, and to co-ordinate and undertake contract renewal meetings with relevant stakeholders.

Training and Continuous Improvement Service

- To provide overall leadership and management of procurement policies, procedures and processes with a comprehensive training service for stakeholders across the University. To design and deliver presentations on various procurement issues including contract management, for senior management, to provide regular internal training sessions for all key stakeholders, using class based and e-learning platforms, provide stakeholder surgeries and one to one meetings.
- To work collaboratively with other Finance staff and the wider finance community and budget holders to develop and implement procurement policies procedures and processes within Colleges, departments and business units across the University
- To proactively raise awareness of the role of procurement at all levels across the University by providing clear guidance and training for Budget Managers/ Buyers, on the role and objectives of procurement, providing individual support/guidance as required.

- To keep up to date with changes in UK and EU legislation, regulations, public procurement policy guidance to ensure the requirements are appropriately reflected in the University's Standing Financial Orders and internal procurement policies, procedures and processes.
- To manage and influence the development of the procurement team and processes within the University supporting the strategic objectives of the University, through coaching, mentoring and instilling best procurement practise in addition to annual appraisals and ongoing continuous professional development.

Data Quality and Reporting:

- Providing strategic leadership for the management of data relating to procurement ensuring compliance with the General Data Protection Regulations 2018 specific to procurement, namely supplier related data.
- To put in place data quality management measures to manage the integrity of procurement data for third parties and to provide for effective information sharing through internal and external meetings, preparation of spend analysis reports, to keep stakeholders positively engaged and promoting procurement best practice.
- To manage any requests for waivers to the University's Standing Financial orders: undertaking comprehensive analysis of all procurement considerations for review by the Associate Director of Finance.
- To support external and internal audit reviews of procurement processes and contracts let by the University.

General:

- Perform (from time to time) such duties consistent with their role level, assigned to them anywhere within the University.
- Undertake health and safety duties and responsibilities appropriate to the role.
- Work in accordance with the University's Equality, Diversity and Inclusion agenda and the Staff Charter, promoting Equality and Diversity in their work.
- To personally contribute towards reducing the University's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022).
- Undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities.
- Make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness.
- Conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.
- Ensure long term financial sustainability for the HR Department and wider University.

Key Working Relationships: Managers and other staff, and external partners, suppliers etc; with whom regular contact is required.

- Central Finance
- Corporate Services
- College Finance Heads/Managers
- Budget Managers/Alternates University-wide
- Legal Affairs
- University's appointed Legal Advisers
- Suppliers
- Crown Commercial Services
- Public Procurement Consortia

Specific Management Responsibilities

Budgets: None

Staff: 5

Other (e.g. accommodation; equipment):

Signed _____ Date of last review _____
(Recruiting Manager)

Person Specification

Specialist Knowledge/ Qualifications	<ul style="list-style-type: none"> Excellent technical procurement knowledge with an appreciation of the range of procurement categories and experience of e-procurement and Purchase to pay systems
	<ul style="list-style-type: none"> Comprehensive practical working knowledge of public sector HE sector tendering and contracting procedures, including Framework Agreements.
	<ul style="list-style-type: none"> Relevant professional qualification desirable: MCIPS/ NVQ level 4 (achieved or working towards).
	<ul style="list-style-type: none"> Excellent team management, organisational, coaching and development skills.
	<ul style="list-style-type: none"> Knowledge of project management principles and methodologies.
	<ul style="list-style-type: none"> A high degree of financial literacy with good IT skills.
	<ul style="list-style-type: none"> Expert working knowledge of EU Public Procurement Directives, the Public Contract Regulations 2015 and Policy Notes and Guidance issued by Crown Commercial Services
Relevant Experience	<ul style="list-style-type: none"> Experience of leading a Procurement team that have cross functional and business boundaries and the ability to engage stakeholders at all levels within a global business
	<ul style="list-style-type: none"> Strong leadership within a complex business environment with a high level of procurement activity
	<ul style="list-style-type: none"> Significant previous procurement experience with responsibility for delivering complex high value projects and realising financial benefits
	<ul style="list-style-type: none"> Extensive experience in the extraction/Review/ analysis of supplier and category spend data. Undertaking supply chain review and catalogue management.
	<ul style="list-style-type: none"> Demonstrable experience in writing and presentation of reports to a variety of audiences and stakeholders.
Communication Skills	<ul style="list-style-type: none"> Excellent communication skills (orally and in writing) adapting the message for a diverse audience in an inclusive and accessible way.
	<ul style="list-style-type: none"> Strong influencing and communication skills using a range of techniques to best effect and the ability to negotiate at the highest levels with suppliers
	<ul style="list-style-type: none"> Uses appropriate levels of IT skills to enable best use of available information and communications as necessary for the post: <ul style="list-style-type: none"> MS Office Microsoft Exchange Intranet/Internet Agresso Business World Zanzibar e-Marketplace Delta Electronic Tendering Suite

Leadership and Management	<ul style="list-style-type: none"> Motivates and leads a team effectively, being an example to other, and setting clear objectives to manage performance.
	<ul style="list-style-type: none"> Ensure that all team members understand what is expected of them, delegating work fairly and according to ability, monitoring progress through appraisal/probation and dealing with any difficulties.
Research, Teaching and Learning	<ul style="list-style-type: none"> Ability to design and deliver presentations and training sessions to stakeholders within the University using different modes of media.
	<ul style="list-style-type: none"> Commits to own development through effective use of the University's appraisal scheme and staff development processes.
	<ul style="list-style-type: none"> Uses internal and external resources and networks to keep up to date with developments and trends within areas of professional interest.
Planning and managing resources	<ul style="list-style-type: none"> Plans, prioritises and manages resources effectively to achieve long term objectives.
	<ul style="list-style-type: none"> Ability to clarify, plan and prioritise own work and that of the others/team, to achieve objectives to the standards expected, including proactively working with others to achieve personal and team/service area objectives.
	<ul style="list-style-type: none"> Reviews progress to improve efficiency and to ensure that work of self and others is completed in line with team/individual objectives and within budget.
	<ul style="list-style-type: none"> Proven ability as an operational task leader assessing and ensuring appropriate resources and support are available to enable the team and individual members to achieve their objectives.
	<ul style="list-style-type: none"> Ability to ensure that all team members understand what is expected of them, delegating work fairly and according to ability, monitoring progress through appraisal/probation and dealing with any difficulties.
Teamwork	<ul style="list-style-type: none"> Works collaboratively in a team and where appropriate across or with different professional groups.
	<ul style="list-style-type: none"> Ability to lead and develop internal networks, actively seeking to build productive and enduring relationships between teams to strengthen working relationships and foster collaboration, influencing events or decisions.
Student experience or customer service	<ul style="list-style-type: none"> Builds and maintains positive relationships with customers.
	<ul style="list-style-type: none"> Ability to adapt services and systems to meet customers' needs and identify ways of improving standards and actively promoting services.
	<ul style="list-style-type: none"> Ability to meet Service Level Agreements by collating feedback and views from customers and keeping up to date with market trends and service developments.

Creativity, Innovation and Problem Solving	<ul style="list-style-type: none"> • Suggests practical solutions to new or unique problems.
	<ul style="list-style-type: none"> • Ability to consider wider impact of decisions, assessing possible outcomes and their likelihood, challenging decisions appropriately to ensure consideration and processes are robust.
	<ul style="list-style-type: none"> • Ability to analyse problems to identify their cause, considering all possible solutions to identify those which offer wider benefits.
	<ul style="list-style-type: none"> • Ability to carry out investigations into complex or sensitive issues, producing reports that identify key issues and findings.