

## JOB DESCRIPTION

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**TITLE:** Head of Procurement

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**GRADE:** Management Spine

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**RESPONSIBLE TO:** Group Finance Director

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**PURPOSE OF JOB:**

- To provide a centralised procurement service to New City College Group ensuring proper standards of probity and value for money

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**MAIN TASKS AND RESPONSIBILITIES:**

**1. In common with all other staff:**

- 1.1 To support the College's mission, vision, values and strategic objectives;
- 1.2 To implement the College's Equality and Diversity policies and to work actively to overcome discrimination on the grounds of the protected characteristics; sex, race, religion/belief, disability, sexual orientation, age, pregnancy/maternity, gender reassignment status, marriage/civil partnership status;
- 1.3 To take responsibility for one's own professional development and participate in relevant internal and external activities;
- 1.4 To implement the College's safeguarding policies and practices.
- 1.5 To implement your health and safety responsibility in line with the College's Health and Safety policy.
- 1.6 To contribute to the College's commitment to continuous improvement;

**2. In common with all other staff:**

- 2.1 To participate in College-wide projects and tasks;

- 2.2 To work in other support services areas to meet the specific needs of workload peaks;
- 2.3 Such other duties of a similar nature commensurate with the grade as may be required from time to time. This may/will require working in other campuses of the College.

**3. Particular to the post:**

- 3.1. To work with the Group Director Finance to review current college procurement systems and making recommendations for the future development of the service.
- 3.2 To be accountable for ensuring all procurement action carried out by the college conforms to the college financial regulations and public procurement regulations.
- 3.3 To inform and advise managers and other college staff as required on procurement policies and procedures, sources of supply and assist with the preparation of cost estimates, obtaining and retaining competitive pricings where appropriate.
- 3.4 To assist in the development and implementation of procurement policies and systems to support tendering, contracts management, spend analytics and supplier performance management.
- 3.5 To drive continuous improvement, best value and quality improvements within the team in challenging existing practices and actively seek ways to achieve better outcomes, contributing to ensure key performance and financial targets are met and corrective action taken where necessary.
- 3.6 To proactively support internal stakeholders to manage existing and new supplier relationships.
- 3.7 To lead end-to-end high value or complex procurement exercises and manage all associated supplier relations effectively.
- 3.8 To report to the Group Director of Finance and respective stakeholders as may be required from time to time to provide up to date status reports on procurement to include development, demonstrate value for money and compliance to regulatory procurement requirements.
- 3.9 To contribute to NCC projects acting as the Procurement subject matter expert.
- 3.10 Produce quarterly procurement reports detailing all procurement undertaken in that period with details of the direct and indirect savings achieved.
- 3.11 To ensure that the college adheres to all applicable procedures for tenders that fall within Procurement Directives, and maintain records for reporting to outside bodies in respect of all tenders. To maintain knowledge of legislative changes as the UK transitions out

of the EU and the impact on legislation presently covered through EU Directives.

- 3.12 To produce and issue invitations to tender via E-tendering portal, deal with clarifications, evaluate and report on tenders returned, send successful/un-successful notification letters and perform relevant due diligence checks for where suppliers are not drawn from approved framework agreements.
- 3.13 Reviewing all post procurement summary reports and ensuring that each procurement is reviewed to ensure that continuous improvement is being pursued.
- 3.14 To re-tender existing substantial contracts on a regular basis (including insurance, catering, security and cleaning).
- 3.15 Promote importance of procurement across the organisation and best practice through continuous improvement via periodic workshops.
- 3.16 To develop excellent and effective collaborative relationships with key stakeholders and external providers and other agencies to ensure operational needs are fully understood and incorporated.
- 3.17 Working with the Estates, IT and capital projects to ensure that the college complies with the requirements of the Construction Industry Scheme for the payment of sub-contractors as defined.
- 3.18 To maintain the procurement pipeline and timetables for service contracts which are subject to regular competitive tender and work with the Group Finance Director and the relevant budget holder to initiate the tendering procedure on time.
- 3.19 To ensure all aspects of regulatory compliance are adhered to in regards to the respective Procurement Policies and external legislative requirements.
- 3.20 Mitigate all risk to categories and business, keeping abreast of legal changes to ensure no critical supply failures occur.
- 3.21 Ensure all new supplier requests follow the procurement regulations.
- 3.22 To lead and motivate staff and ensure that they receive appropriate support, training and development to achieve their potential.

#### **4. Person Specification:**

- 4.1 Excellent Communication Skills.
- 4.2 Hold Chartered Institute of Purchasing and Supply qualification

- 4.3 The ability to work to timetables, prioritise key deliverables and ensure deliver to set deadlines.
- 4.4 Good Excel and Word IT skills.
- 4.5 Experience of working as a member of a team and evidence of the ability to work effectively with colleagues.
- 4.6 An understanding of and commitment to Equality and Diversity and safeguarding and practical ideas for their implementation in this post.

### **Additional Information**

This job description will be regularly reviewed to ensure that it is an active description of the responsibilities and duties of the individual post holder and that these responsibilities and duties consistently match the needs of the College.