

Job Description & Person Specification

Job Title	Procurement and Contracts Specialist	Grade	ElmWey Pay 7
Department	Finance	Hours	25 hours Mon-Fri
Reports To	Business Manager	Weeks	52

JOB PURPOSE

Work closely with the Business Manager to oversee the procurement strategy for the trust ensuring compliance with the Public Contract Regulations and statutory requirements whilst achieving value for money. Lead on the development, implementation and maintenance of procurement policies and procedures ensuring trust wide good practice. Undertake all procurement activity and manage contracts on behalf of the Trust to deliver substantial and sustainable savings on goods and services purchased.

MAIN DUTIES AND RESPONSIBILITIES

- ☐ Undertake the trust's procurement activities and ensuring they remained aligned with trust's vision and values. Key activities will include; procurement strategy development, leading negotiations with suppliers, contract and supplier management, contract development, competitive tendering, market research and benchmarking,
- ☐ Identify and prioritise opportunities for savings on all non-pay expenditure, including aggregating demand across all of the trust's academies
- ☐ Lead the development, compilation and implementation of procurement systems and policies with the aim of providing robust controls to maximise value whilst minimising unnecessary bureaucracy,
- ☐ Ensure all procurement process are compliant with all relevant legislation and trust finance policies
- ☐ Manage certain contracts across the trust and provide oversight and guidance to ensure delegated contracts are managed effectively
- ☐ Provide guidance and support to colleagues who undertake delegated procurement activities to ensure compliance, control and value for money
- ☐ Prepare reports and statistical information on Procurement issues as requested to make recommendations and to support the Trust and managers in school to make decisions on future school priorities and requirements.
- ☐ Benchmark against comparable organisations in both the public and private sectors on a range of effective performance metrics to enable value for money, good practice and continuous improvement in the Trust
- ☐ Set up and maintain the Trust's contract register to accurately record the status of contracts held with suppliers and review those scheduled for renewal in order to support the development of the Trust's procurement programme.
- ☐ Provide with staff training and information about procurement including e-procurement to improve procurement processes across the Trust.
- ☐ Develop template documents and guidelines for staff and schools in the Trust to use and incorporate changes in line with legislation and national procurement initiatives in a timely manner.
- ☐ Arrange and facilitate contract monitoring meetings with key suppliers (post contract award). Document and minute meetings, escalating issues as appropriate with the Business Manager.
- ☐ Monitor and review procurement processes, researching use of technology to streamline processes to ensure more effective use of trust resources
- ☐ Provide general procurement advice and interpretation of guidelines and legislation to staff in the trust to ensure they meet all legal obligations.
- ☐ Where appropriate write and amend contract terms that incorporate value for money principles.
- ☐ Support staff to meet with suppliers/contractors and assist with contract management, escalating issues as appropriate with the Business Manager.

- ☐ Support the trust to maximise the opportunities for applying for additional funding through bids and grant applications.
- ☐ Provide advice, guidance and support to staff and Leaders across the Trust in all aspects of the role.
- ☐ Undertake projects and initiatives as directed by the Business Manager in order to meet trusts aims and objectives
- ☐ To undertake any reasonable work requested by the line manager as part of the role.

Wider School Responsibilities

- ☐ Contribute to the Trust's culture and development by ensuring that you fulfil your professional responsibilities in relation to financial matters and are carrying out duties effectively.
- ☐ Share good practice across the Trust.
- ☐ Take responsibility for your own well-being;
- ☐ Participate in appropriate induction programmes to support new staff and provide excellent support for those members of staff who are new to a Trust/Academy environment.
- ☐ Take responsibility for your own career choices and actively seek CPD opportunities.
- ☐ Participate in appraisal and the achievement of objectives set which will be robust and measurable. Request adequate support to achieve these targets if this is appropriate.
- ☐ All staff are expected to be committed to the trust's ethos in everything they do and avoid any action that may detrimental to the interests of the Trust. All staff should act with professional integrity at all times, following the "Code of Conduct".
- ☐ As a member of the trust your role will be based at Heathside School. However you may be asked to work at other academies within the trust or partner schools and you should expect to travel between sites as required.
- ☐ All staff will be expected to utilise ICT and to improve communication and reduce paper use. Data Protection and Security procedures must be followed at all times and when using ICT systems.
- ☐ All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.
- ☐ Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- ☐ In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.
- ☐ ElmWey Learning Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by Trust. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Child Protection Officer.
- ☐ This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust and the Business Manager. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

"This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment"

Employee Name		Line Manager Name	
Employee Signature		Line Manager Signature	
Date		Date	

Person Specification	Essential	Desirable	How Assessed
Experience Working with people at all levels both internally and externally Delivery to tight deadlines Proven track record of contract negotiation skills in a medium to large organisation Experience of tendering mid-long term service contracts Knowledgeable in Public Sector and EU procurement rules and tendering processes Robust knowledge of procurement metrics and systems with proven ability of setting monitoring and achieving KPIs Up to date knowledge and understanding of Data Protection legislation Ability to work and influence at all levels internally and externally and a recognition of professional boundaries Experience of supplier due diligence and auditing to ensure that suppliers meet the high ethical standards required by the trust Excellent verbal and written communication skills Excellent organisational skills and the ability to continuously prioritise workload Able to work under pressure and to deadlines Ability to use ICT to produce and analyse a range of reports and statistical information Ability to work flexibly and use own initiative to achieve objectives Ability to seek out manage and influence opportunities for continuous improvement and change Experience of ICT, Construction, facilities management procurement as well the range of resources and consumable required in a school environment Experience training and developing staff in procurement activities	E E E E E E E E E E E E E E E E E		App/Int/Ref App/Int/Ref App/Int/Ref App/Int/Ref App/Int/Ref App/Int App/Int App/Int App/Int App/Int App/Int App/Int App/Int App/Int App/Int App/Int
Qualifications and Training A sound education to degree level or equivalent work based training Relevant procurement qualification e.g. Professional Diploma in Procurement and Supply or able to demonstrate competency of working at this level Membership of CIPS	E E 	D	App App App
Personal attributes Commercially astute, articulate, technically strong and influential negotiator with the ability to think strategically A team player with excellent communication skills Flexible, efficient and highly organised, able to work accurately and methodically High integrity and an ethically sound approach to building internal and external relationships Sensitive with a balanced approach to assessing and managing risk and an awareness of confidentiality requirements Committed to safeguarding the welfare of young people and equality of opportunity Self-motivated with high emotional resilience and intelligence and committed to personal development and working proactively as part of wider school team, possessing enthusiasm for technology and innovation Possessing a can-do and proactive approach and able to use leadership skills and qualities to influence at senior and junior levels	E E E E E E E E		App/Int/Ref App/Int/Ref App/Int/Ref App/Int/Ref App/Int/Ref App/Int/Ref App/Int/Ref App/Int/Ref

App = Application

Int = Interview/Test

Ref = Reference