

## **Job Description**

### **PROCUREMENT & CONTRACT MANAGER**

**Grade:** P04

**Location:** Sutton, Surrey SM2

#### **General Purpose of Job:**

To carry out duties within the Procurement Team, specifically relating to the categories of Estates and Facilities and where there are Trust-wide implications. Particular focus on formal tendering, further competitions from frameworks and developing expert knowledge of the categories along with aiding the implementation of the organisation's Procurement Strategy.

#### **Functional Links**

The post holder will liaise with College and School staff, suppliers and public sector buying organisations (especially category leads) and other Trusts and maintain the high standards of the Trust.

#### **Reporting Relationships**

The Procurement & Contract Manager will be expected to work under the direction of the Head of Procurement.

#### **DUTIES AND RESPONSIBILITIES:-**

##### **Procurement & Contract Manager**

1. To take responsibility for formal tendering and purchasing for the categories.
2. Develop and improve market knowledge for assigned categories and apply this to create a deep understanding of customer requirements in area of responsibility. Identifying innovation opportunities for adding value and driving savings. Act as a source of market knowledge, insight and advice to customers, working with them to define optimal commercial strategies that deliver long-term value and efficiencies.
3. Exploit commercial intelligence and insights to identify opportunities for the categories to execute against.
4. Customer Relationship Management - manage customer relationships to drive efficiencies through frameworks and specific initiatives identifying key

stakeholders at departmental/organisational level, establishing communication plans.

5. Lead on Supplier Relationship & Contract Management for the categories including the development of Supplier Action Plans to agree performance improvement goals, identification and delivery of savings initiatives and innovation opportunities.
6. Interface with Trade Associations and other industry forums as appropriate
7. Ensure that relevant contract registers are up-to-date.
8. Support for the management and oversight of the outsourced ICT contracts to ensure we achieve VFM and the SLA/KPIs are being met and innovation is achieved.
9. Provide informed and expert procurement advice and guidance which conforms to best practice.
10. Ensure compliance with Public Contract Regulations and the Trust's Finance Regulations and adhere to public procurement best practice.
11. Undertake detailed analysis to inform future procurement strategies and confidently present to others.
12. Minimise the reliance on waivers for procuring goods & services.
13. Provide cover for the Procurement, Contract & Assets Manager in the Team.
14. Having direct oversight of our relationship with our mobile phone provider to ensure we achieve VFM and efficient and effective service.
15. Analysing and interpreting spend data to identify work for the procurement pipeline.

#### Other duties

16. To work both as part of a team or under minimum supervision
17. Mentoring team colleagues to develop their understanding of public procurement, contract management the knowledge of the categories responsible for
18. Prioritise workload to achieve own and team goals
19. To maintain information in a confidential manner

20. To maintain accurate accounting records in the performance of duties
21. To demonstrate a commitment to safeguarding children and vulnerable adults
22. To carry out all duties in accordance with OHCAT policies
23. To carry out other such similar duties that may be reasonably required.