

The **acc** Liverpool Group

THE ACC LIVERPOOL GROUP

Job Description & Role Profile



Procurement and Compliance

Senior Procurement Manager

REPORTS TO: COO

DIRECT REPORTS: Procurement Executive and Admin Support

JOB PURPOSE

To devise implement and develop an effective, efficient, and economic public sector based procurement system for The ACC Liverpool Group and to lead and manage the procurement function to ensure best practice across the business

As the expert in Procurement to ensure the ACC Liverpool Group obtains value for money for all externally purchased goods, works and services and that an appropriate system managed and implemented to achieve compliance with key business processes, legislation and regulations across the business.

MAIN DUTIES AND RESPONSIBILITIES

- To devise, implement and develop an effective, efficient, and economic public sector based procurement system for The ACC Liverpool Group
- To lead, manage, and monitor the ACC Liverpool Group's public sector procurement procedures and processes in accordance with changing and relevant legislation and best practice.
- Manage the continuous review, development and improvement of systems, processes and services in support of the ACC Liverpool Group's commitment to a comprehensive and coordinated approach to procurement.

- Support managers with the procurement of a range of contracts for goods, works and services in accordance with agreed deadlines and performance indicators to ensure that The ACC Liverpool Group obtains value for money for all externally purchased goods, works and services.
- Fulfil all departmental manager's responsibilities (planning, delivery, performance and communication); people management and adherence to all people processes;
- Drafting and managing departmental budget(s); driving and implementing departmental efficiencies;
- ownership of all departmental policies and associated communications internally and externally
- work with the COO to ensure the upskilling of the business on procurement responsibilities and governing legislation/obligations; setting and delivering departmental training plans; health & safety duties for your team and managing any specific procurement related risks
- Support Managers by providing advice on options appraisal, tendering strategy, and the development of selection and evaluation criteria, and to advise on every aspect of the procurement process.
- Collaborate with managers to reduce procurement costs by identifying areas suitable for collaborative contracts and to develop appropriate contractual arrangements.
- Deliver all procurement in a legal, ethical and accountable manner in accordance with regulatory requirements.
- Provide procurement advice, guidance and support to the senior team on strategic procurement matters and updates to the COO as required.
- Liaise and communicate with suppliers and contractors, and other organisations, both verbally and in writing as required.
- Manage contract and supplier relationships to develop, review and maintain the contracts register and any approved supplier lists.
- Research and analyse procurement projects, and using the information gained, advise managers as to the appropriate course of action.

- Maintain, complete up to date accurate working papers, reports and spreadsheets on all tender activity to provide appropriate evidence to auditors, and for quality assurance purposes.
- Manage the production of procurement related data as required to meet public procurement obligations and to support corporate objectives, for example, the collation of data relating to achievement of social value targets.

MANAGEMENT / SUPERVISOR RESPONSIBILITIES

- Manage The ACC Liverpool Group Procurement Executive and admin support including the allocation of work, monitoring of workloads, and performance management to ensure the effective and efficient delivery of procurement services to the business.
 - Oversee the day-to-day activities of the Procurement Executive and admin support.
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STRATEGIC RESPONSIBILITIES

- Develop implement and monitor, the ACC Liverpool Group's procurement strategy to ensure a focused approach to ensure the strategic direction of the dept and to support the SMT and advise on all matters of procurement and supply chain,
 - Advise and direct the SMT and managers on amendments to procurement policies to identify opportunities or innovations that will assist in continuously improving operations across the business.
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GENERAL

- To contribute to the success of our One Team culture to deliver our aims and objectives, maintaining a flexible and positive attitude.
- To adhere to The ACC Liverpool Group's Health and Safety policies and arrangements and to observe a duty of care to all visitors, staff and contractors to ACC Liverpool.
- To undertake any other duty commensurate with this post as determined by your manager.

- This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.
- It is inevitable over time that the emphasis of this job will change, therefore this information will be periodically reviewed, revised and updated involving the post holder.

ROLE PROFILE

| ATTRIBUTES | DESCRIPTION | ESSENTIAL/ DESIRABLE | HOW MEASURED |
|--|---|--|-----------------|
| TRAINING & QUALIFICATIONS | Chartered institute of procurement and supplies (CIPS) | Essential | |
| EXPERIENCE | Significant experience in commercial or public sector procurement Extensive experience using computerised procurement systems Demonstratable experience of managing teams Experience of managing budgets Substantial experience in supplier and stakeholder management Significant Experience in creating procurement strategies Demonstratable experience of project management | Essential Essential Essential Essential Essential Desirable | |
| SKILLS & KNOWLEDGE | Detailed knowledge and understanding of public sector procurement related statutory and legal requirements Advanced understanding of procurement and contract law Detailed understanding of the ability to understand and manage risk in relation to contract management Detailed understanding of critical thinking skills and a proactive approach to task in hand Strong communication skills displayed when communicating with varying levels of internal and external stakeholders Detailed understanding and technical knowledge of public sector procurement processes Advanced organisational skills Strong negotiation skills | Essential Essential Essential Essential Essential Essential Essential Desirable | |

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| <p>KEY ATTRIBUTES</p> | <ul style="list-style-type: none"> • Intelligence • Decisive • Ability to make assessments of circumstances based on facts and evidence • Strong in making judgments • An influencer in communications and relationship forming • Positive internal/external stakeholder management, • Strong proven verbal and written communication • Confident to manage conflict resolution • Work to deadlines • Deliver professional reports and documents • Excellent verbal, written communication skills • Report writing • Presentation skills • Flexible with working plans and arrangements • Intuitive when problem solving • Resilience • Team player • Agile in workload management • Adaptable to work priorities and changing workload demands | <p>All Essential</p> | |
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| <p>Key for How Measured:</p> | | | | | | |
| <p>I - Interview</p> | <p>P - Presentation</p> | <p>A - Application</p> | <p>E - Exercise</p> | <p>T - Test</p> | <p>AC - Assessment Centre</p> | <p>CS - Case Study</p> |

Signed by Employee:

Date:

Signed by Line Manager

Date