

Role Profile:

Role Title	Department	Reports to
Procurement Manager	Finance and Resources	Director of Finance and Resources

Role Purpose

To be responsible for the development of Bield's procurement strategy, policy and procedures and to provide advice and support to staff to ensure their effective implementation. To ensure effective systems of reporting and communication are in place to allow senior management to better direct procurement behaviours and processes. To lead and co-ordinate procurement activity across Bield, with responsibility to ensure that best practice, legal and regulatory compliance is met at all times, developing contract requirements and specifications to ensure that all contracts for supplies, services and works are procured and delivered in a manner that meets Bield requirements, is customer focused, and can evidence value for money.

Key Responsibilities and Accountabilities

1. To lead on the strategic development of procurement activity within Bield, including reviewing and updating of the Corporate Procurement Strategy and the implementation of Bield's Procurement Policy and suite of associated procurement procedures.
2. To lead on the development of systems of governance and accountability for all procurement activity, maintaining effective systems to monitor procurement activity and to take appropriate action where procedures are not being followed, thereby reducing 'maverick' buying.
3. To provide specialist advice to staff, at all levels, on appropriate and compliant procurement routes and provide adequate support in tendering processes.
4. To share up to date legal knowledge of public procurement legislation and the use of the public procurement portals, providing guidance on statutory and regulatory procedures in relation to procurement, particularly UK and Scottish Procurement Legislation.
5. To develop a programme of prioritised procurement Initiatives, taking account of areas of spending priority and budget pressures to ensure that procurement initiatives deliver best value for Bield, balancing cost and quality of service, and working with key stakeholders to challenge business need.
6. To develop and promote the use of procurement agencies and frameworks where appropriate to deliver increased efficiency in purchasing activity.
7. Build productive relationships with suppliers and contractors and to negotiate to deliver cost savings and other non-financial benefits where possible.
8. Where required, to undertake proactive management of corporate contracts, suppliers and contractors, ensuring adherence to Key Performance Indicators, contract terms and conditions.

9. To lead on the development and promotion of best practice in procurement across Bield, advising staff at all levels and assisting, where required, on appropriate procurement routes, the preparation of briefs, tender specifications, evaluation criteria, assessment of bids, tenderer's feedback, and compliant tendering processes.
10. To source and deliver relevant training communication and courses to staff involved in procurement activity to promote adherence to current procurement procedures and best practice.
11. To maintain and develop communication channels with suppliers and external agencies, procurement agencies and statutory bodies.
12. To develop management reporting on procurement activity including spend analysis and supplier selection and performance, analysing the data collected to inform future procurement initiatives across all areas of spend.
13. To lead on the preparation and submission of the annual procurement returns to the Scottish Government and all other statutory reporting requirements related to procurement activities.
14. To provide accurate statistical, performance and financial governance reporting in relation to Bield's procurement activities.
15. To ensure a fully auditable trail exists for any procurement process in accordance with Bield policy and relevant statutory guidance.
16. To lead on the development of e-procurement systems to improve Bield's efficiency in procurement and invoice processing.

Generic Responsibilities & Accountabilities:

- Regularly review procedures or systems with your team to identify improvements that simplify processes and decision making
- Provide support to the Head of Service as and when required
- Act as role model to your team and other colleagues across the organisation
- Act as a team player, investing time to generate common focus and team spirit
- Work with your team to set and regularly review priorities, objectives and timescales
- Take responsibility for delivering agreed outcomes on time and to standard, allowing your team the authority to deliver their objectives
- Take ownership for complaints and issues, focusing on providing the right solution, keeping customers up to date with progress

Health and Safety and Equality and Diversity fixed Responsibilities

- Ensure adherence to relevant policies, procedures, regulations and legislation relating to health and safety and equality and diversity.
- Ensure you and the people in your team understand their responsibilities for Health and Safety at work. Undertake regular monitoring to ensure that Health and Safety Policies and

Procedures are adhered to, taking prompt corrective action to address and resolve issues identified.

- Ensure you and the people in your team operate with an awareness of inclusiveness, equality and diversity in all areas of responsibility

People Management fixed Responsibilities:

- Lead, motivate and develop your team to enable them to provide high quality services and contribute to the achievement of Bield's strategic objectives.
- Delegate authority and task responsibility, as appropriate, in order to maximise organisation and individual effectiveness.
- Ensure effective and consistent management of people issues i.e conduct, performance and attendance in accordance with Bield's policies and procedures.
- Implement Bield's Performance Development Framework across your team and ensure its delivery through all levels of the organisational structure

Budget and Resource Management fixed Responsibilities:

- Manage and monitor budget in your area of responsibility against agreed plans and take timely corrective action as appropriate.
- Cultivate and encourage an awareness of cost and the importance of achieving value for money. Ensure that people in your team are able to account for expenditure and create well supported argument for additional expenditure i.e. overtime
- Ensure compliance with GDPR and FOI Legislation

Any other reasonable duties assigned by your manager or another more senior manager in Bield

Key Relationships

	CEOs	Directors	Heads of	Managers	Peers
Within own function	☒	☒	☒	☒	☒
Outside own function	☐	☒	☒	☒	☒
External to Bield	☐	☐	☒	☒	☒

Critical Knowledge, Experience and Skills required

Knowledge/Experience

- Experience of EU and UK procurement legislation – Essential
- Experience in all aspects of tendering: providing guidance to customers on the specification and the procurement process, conducting evaluations and supplier negotiations and contract formation - Essential
- Experience of leading procurement initiatives - Essential

- Professional procurement experience - Essential
- Experience of Policy setting – Desirable
- Experience of preparing and submitting governance and statutory reports - Desirable
- Experience of risk management - Desirable
- Experience of project management - Desirable
- Experience within a public or voluntary sector environment - Desirable

Skills /Abilities

- Ability to build relationships with both internal & external stakeholders - Essential
- Ability to plan and prioritise effectively - Essential
- Good analytical and data analysis skills - Essential
- Ability to think innovatively and creatively - Essential
- Communicate effectively with a range of individuals/organisations including the private sector and public sector - Essential
- Ability to negotiate with suppliers to achieve best value for Bield - Essential
- Ability to meet deadlines - Essential

Education and/or Professional Membership Requirements

HND or equiv. in procurement or relevant professional discipline or qualified by experience or with relevant post-graduate professional qualifications (e.g. holds or studying towards MCIPS) - Essential

Legal knowledge of public procurement, property maintenance contracts and obligations and requirements of social housing landlords and building developers - Desirable