

Title: Procurement Manager
Location: Wallingford
Band: 5
Reporting to: Head of Finance

Background:

This post is a key position in the Finance team and will report to the Head of Finance (reflecting the close ways of working with the transactions team in the full 'purchase to pay' process). This post is a like-for-like replacement for the current post holder who is leaving at the end of September.

Purpose

The successful candidate will be working with UKCEH at a pivotal time as environmental issues take greater prominence around the world and as UKCEH consolidates its ways of working as an independent Research Centre

The Procurement team forms a critical part of a larger Finance team, supporting scientists in the delivery of world class research. This role will manage the procurement team and will be key to maintaining the support and relationships with scientists while ensuring value for money and compliance with public sector procurement rules.

It is suitable for someone with good procurement experience, confident in managing staff, and who is looking to develop a strategic function whilst maintaining high operational standards and customer service.

In line with the importance that UKCEH puts to supporting its staff, hybrid (mix of office and home) and flexible working can be considered.

Specific Responsibilities

Reporting to the Head of Finance, this role will:

- Take the lead on the delivery of an effective and value-added procurement business plan ensuring the organisation maximises the value from its procurement
- Own and manage the procurement policy and strategy, ensuring purchases are made in line with regulatory requirements of an independent charity with a large proportion of public-sector funding
- Further develop and implement the sustainable procurement strategy, embedding sustainable procurement practices throughout the supply chain
- Ensure procurement procedures are efficient, fit for purpose, understood and used effectively (taking due consideration of the full purchase to pay process and controls).
- Own the Procurement configuration and business processes within UKCEH's ERP system (Workday)
- Work with the Finance team and wider organisation to ensure the smooth processing of purchase requisitions and orders, using KPIs to actively monitor and improve transactional performance
- Manage high value procurements and contracts, including requirements gathering, market research, tendering and award
- Work with and manage existing preferred suppliers and a broad range of high value contracts to ensure a continued quality service and value for money

- Work closely with senior stakeholders across the organisation, providing expert procurement related knowledge in order to advise them on potential risks and cost savings that can be achieved through a proper contracting process
- Consult and positively engage a wide variety of stakeholders to inform the ongoing development and improvement of the Procurement Function
- Troubleshoot and actively solve recurring issues in collaboration with partners, stakeholders and team members
- Provide training on procurement policy and procedures to users across UKCEH to ensure understanding and compliance
- Demonstrate a commitment to promote and adhere to CEH values of Excellence, Integrity and Teamwork at all times and especially in the day to day line management and ongoing development of direct reports (including a Science Category Manager and a Procurement Officer)

Essential Skills and Experience

Knowledge & Qualifications

- Member of the Chartered Institute of Procurement and Supply (MCIPS) (or working towards it)
- Good working knowledge of purchasing with public funds
- Good working knowledge of the P2P process and controls
- Good working knowledge (and experience) of tendering and sourcing (from pre-market research to award)
- Good working knowledge / use of financial management systems

Experience/Proven abilities related to the position

- 5+ years' experience working in / leading a procurement team
- Proven abilities in procurement policy, process and strategy development / implementation
- Proven abilities in stakeholder management and engagement at all levels
- Proven abilities in line managing and developing staff
- Good experience of Sustainable Procurement strategy development implementation
- Good negotiation skills
- Experienced at collaborative partner engagement
- Experience of reporting up to senior manager / board level
- Demonstrable experience of generating value and cashable savings from procurement improvements

Skills

- Able to work independently with minimal supervision, communicating with line management when appropriate
- A systematic approach to decision making taking account of both strategic and short term goals
- Ability to translate data into meaningful insights
- Strong skills in using Microsoft software packages (Word, Excel, powerpoint etc),
- Persuasive
- Professional
- Approachable

Core Behaviours & Values

- You will demonstrate a commitment to promote and adhere to CEH values of Excellence, Integrity and Teamwork.

Desirable Skills and Experience

- Working knowledge of Workday financials / procurement
- Experience working in a strategic procurement role
- Experience of research and development/environmental sciences procurement