

JOB DESCRIPTION

Job Title:	Corporate Procurement Manager
Service / Department:	Finance
Reports To:	Executive Director Finance and ICT
Responsible For:	Procurement Officer
DBS Check:	N/A

Job Purpose:

At Salvation Army Homes, we are dedicated to providing comprehensive, good quality housing services, support and resettlement.

The position is to become a critical part in the financial longevity of Salvation Army Homes, establishing and communicating procurement strategies across the business providing consistency in format and approach.

Lead person responsible for all Salvation Army Homes' procurement activity ensuring it complies with legal, regulatory and policy requirements, pushing quality standards to achieve optimum value for money and embedding recruitment that is consistent with our values and is considerate of our residents

Main Duties and Responsibilities:

- Create, implement and maintain an effective procurement programme.
- Analyse, define and deliver best practice procurement strategies for a range of categories.
- Review all works, services and supplies contracts across the business, and ensure a suitable procurement strategy is in place that will maximise quality, performance, value for money and social return on investment
- Create procurement pipeline for all key areas, including the identification and management for all associated risks.
- Working with the Procurement Officer, monitor the compliance with the P2P procedure and work with non-compliant teams to improve their compliance.
- Liaise with Salvation Army Homes' parent, related organisations and partners to promote collaborative working ensuring efficiencies are optimised through joint procurement activity.
- Manage and maintain Salvation Army Homes' corporate contracts register and ensure it is updated accurately as part of the Asset and Liabilities Register. Undertake regular reviews and assessments of Salvation Army Homes contracts.
- Build relationships with key stakeholders and partners to influence and achieve organisational outcomes and value for money.

- Involve, wherever possible, residents/customers in assessment, selection and measurement of suppliers.
- Ensure all procurement and contract forms are fully compliant, meeting all regulatory and legal requirements, drafting and publishing all necessary notices, adverts, evaluations and tender reports for the Executive, Senior management, Committees and Board.
- Review the effectiveness of all contracts and provide advice across the business to ensure all contracts are managed effectively. Reconcile all corporate information held on contracts in the Contracts Register.
- Put in place mechanisms that will monitor the financial benefit achieved through procurement activity by working closely with the finance team, as well as quality of outcomes achieved and social benefits of all major contracts.
- Project manage the end-to-end procurement process, liaising with relevant project leads and contract managers
- Support the business in planning and mobilising new contract arrangements.
- Effective management of risk within the development process.
- Exercise vigilance and promote awareness to prevent fraudulent activities.

Related Activities:

- Participate in essential training, role related training and to work in accordance with relevant Salvation Army Homes' regulations including, for example the Code of Conduct, Equality, Diversity and Inclusion, Safeguarding, Health and Safety and Information Security.
- Fulfil the role by being adaptable and flexible to the overall activity that is necessary to be successful and effective.
- Fully align with Salvation Army Homes' values and behaviours and to adopt an 'advantaged thinking' perspective through language, conduct and behaviour.
- Provide an excellent level of customer care both within Salvation Army Homes and for residents, the general public and external bodies.
- Lead by example in promoting non-discriminatory behaviour to ensure an equality of opportunity for all. Promote diversity as making good business sense and work in an inclusive manner.

PERSON SPECIFICATION

Qualifications and Memberships:

Though not essential, the following membership / qualifications or equivalent level experience would be beneficial in this role:

- Chartered Institute of Purchasing and Supply – Level 6
- MCIPS
- Degree level qualification

Aptitudes and Abilities:

- Proactive and self-motivated with a can-do attitude
- Demonstrable empathy with the client group
- Confident and capable communicator with the ability to inspire, engage and challenge
- Great verbal, written and influencing skills
- Ability to use a computer, e.g. Microsoft packages and capacity to successfully navigate support packages used by Salvation Army Homes
- Demonstrates the qualities to manage people effectively, setting objectives, managing performance and supporting the health and wellbeing of team members.
- Experience of successfully navigating challenging conversations

Experience and Interests:

- Experience of or knowledge related to PCR2015 and PA2023
- Proven capacity to deal successfully with difficult and complex situations
- Understanding of wider procurement trends in similar sectors
- Experience of communicating effectively at all levels of an organisation

Values and Behaviours:

To be successful in this job you need to be fully aligned with our values and behaviours, along with working as part of #OneTeam, helping Salvation Army Homes achieve our mission. Our values and behaviours mean a lot to us. They help define how we should all work, what we're here for and this helps us to stand out from other providers and employers.

S	Servant Leadership — we help people thrive	Have we given our audience everything they need to succeed in their next step?
P	Passion — we love our work	Have we spoken boldly and with confidence? Have we spoken out rather than stayed silent?
I	Inclusion — this is a team effort	Have we kept our communication simple and to the point? Have we used clear, accessible English?
R	Respect — we show respect for all	Have we given our audience credit for their intelligence? Have we advocated for our residents?
E	Empowerment — we have trust	Have we given the right context to our message? Has our communication been story-driven?