

Evaluation Date	2/10/17
Grade	6

JOB DESCRIPTION

Job Title:	Procurement Manager	Reports to:	Commercial Director
Department:	Finance	Location:	Vantage Point
Work Pattern:	Full time, working 5 days per week	Contract Status:	Permanent

BACKGROUND

We want enthusiastic and energetic people who will create a great experience for our customers and share the following values. Edinburgh Leisure **makes a positive difference** by:

welcoming all,
 each one of us **caring** about what we do,
 being **passionate** about how we do it,
 and feeling **proud** of what we achieve

JOB PURPOSE

The Procurement Manager is responsible for strategic direction of the procurement function within Edinburgh Leisure. The role brings procurement and purchasing expertise into EL to deliver best value for money and significant procurement efficiencies for the business.

KEY RESULT AREAS

Key Responsibility	Expected time spent (%)
1. Create and deliver the annual Procurement Strategy in line with the strategic direction of the business whilst complying with current legislation and industry best practice.	10%
2. Maintain a register of regulated procurement contracts for publication on EL's website. Ensure visibility of forthcoming tenders and plan workload to deliver within agreed timeframes. Lead the end to end tender process in compliance with public sector procurement regulations (where applicable), providing commercial and professional advice.	40%
3. Supply category management – analyse spend and lead an efficiency programme of consolidation of supply contracts, vendor	10%

reduction, cost savings and added commercial value for goods, services and works purchased by Edinburgh Leisure.	
4. Lead, motivate and develop the Procurement Support Officer, providing them with the appropriate support, guidance, knowledge, training and feedback to ensure that they can deliver on their areas of responsibility. This includes supporting them to engage and support other key stakeholders in delivering the objectives of the procurement function.	10%
5. Responsible for the EL procurement process, ensure that it is effective and fit for purpose, this includes: <ul style="list-style-type: none"> • Review and develop the procurement policies and procedures to ensure that they are fit for purpose • Providing support to EL colleagues to use EL's procurement policies and procedures • Provide procurement expertise to all levels of management within Edinburgh Leisure • Market scanning and benchmarking for new procurement opportunities • Assess the impact of legislative, regulatory and technology changes and make recommendations to the Commercial Director on findings as appropriate. 	20%
6. Responsible for the Technology One procurement system. Developing the system, ensuring it is fit for purpose, resolving issues as they arise and supporting all stakeholders of the system as and when required.	10%

RESPONSIBILITY FOR RESOURCES	
Responsibility for staff:	1 x Procurement Support Officer
Salary bill for all staff reporting:	c.£20,000
Responsibility for finance and level of financial control:	Lead in the company wide procurement strategy & process covering annual spend in excess of £10m
Responsibility for Physical Resource:	Office equipment such as laptop and mobile phone.
Responsibility for Data and Information:	<ul style="list-style-type: none"> • Access to sensitive, business critical and commercially confidential information daily. • Sensitive Staff Information • Maintenance of procurement information system used EL wide.

GUIDELINES AND EXPECTATIONS

Authorities & Limitations
This post is responsible for the setting and continuous development of procurement strategy, policies and procedures within Edinburgh Leisure.

This role will provide commercial and professional advice on tendering such as specification of need, invitation to tender, stakeholder liaison, recommendation report and award notification and debriefs, negotiation of contract terms and conditions and formal legal contract document formation. Throughout the tender process ensure full compliance such that Edinburgh Leisure invites the best suppliers to tender giving the business the best value for money and efficiencies possible demonstrating Edinburgh Leisure's competence and integrity with all stakeholders.

The role will assist departmental managers as they monitor ongoing contracts by providing information about expectations set out within those contract awards. The Procurement Manager is also responsible for maintaining the pool of approved contractors, including verification that said contractors have appropriate insurance cover in place.

You are also responsible for maintaining and continually developing the procurement requisitioning and purchase ordering element of the system within Edinburgh Leisure ensuring it stays fit for purpose.

You are responsible for managing your own time and workload, prioritising tasks which have companywide impact.

You will report to the Commercial Director and are responsible for making recommendations to them for any changes to our procurement systems and processes.

Communication & Representing the Organisation

In this role, you are required to demonstrate strong interpersonal skills on a regular basis, working with and developing effective relationships with venue staff, managers, directors and suppliers.

As the qualified procurement expert in Edinburgh Leisure you need to be able to explain all aspects of the procurement processes to colleagues who need your help.

You need to be able to listen to their needs, use effective questions to ensure full understanding of what is required and fully explain your suggested approach and rationale.

You need to be able to regularly influence and persuade colleagues and senior members of staff to take courses of action for the benefit of Edinburgh Leisure, whilst remaining open to the validity of their opinions.

You need to be able to deal with conflict resolution when there are competing interests during any procurement processes. Along with this, you may from time to time have to deal with angry or upset stakeholders because of a decision coming out of a procurement process.

You need to be able to provide timely ad-hoc training to staff in large groups and individually as the procurement system evolves.

You will liaise with the Scottish Government Procurement Services to ensure that current legislative processes are adhered to and kept up to date.

You will engage with external procurement networks to ensure skills/knowledge and awareness of the broader procurement environment is up to date.

Safeguarding Our Customers

You are expected to take an active role in the duty of care to yourself, your colleagues and your workplace – act if you see a potential hazard.

You are expected to ensure that Health and Safety is considered in during the procurement process where appropriate.

Problem Solving

You are expected to proactively monitor where all EL’s contracts are on the contract cycle and create a plan that ensures all are appropriately managed. Share the plan with relevant managers, ensuring that you support all contract reviews appropriately. Adjust the plan to suit the needs of the business and the manager involved in each renewal process.

When considering a procurement request, you need to be able to analyse what the needs of the manager and Edinburgh Leisure are, so that you can help them identify the right procurement assessment criteria – helping deliver best value (for example balancing quality, functionality and price). You need to be able to fully understand and interpret the legislative requirements, the environment (e.g. PESTLE analysis) and the risks for each procurement exercise, to put the best approach in place each time.

You will constantly review the external market to make sure that the procurement catalogue is up to date and offering best value.

You need to ensure that EL is ready to respond to future changes in procurement legislation and/or practices; interpret any changes to procurement legislation and practice and advice the senior EL team of the impact of these on EL.

Impact on Organization

This role ensures that EL achieves the best possible results from its procurement and purchasing activities. This is a key role to support our managers – they need to be confident that the procurement catalogue is providing them with the equipment and supplies they need at the best value available for Edinburgh Leisure.

This role ensures that a correct process is followed to minimise financial and reputational risks to Edinburgh Leisure arising from our procurement activities.

JOB DEMANDS

Physical	Mainly office based with a combination of desk work and meetings, however there is a requirement to be mobile and visit all our venues, other external sites, and supply partners.
Mental	The role will require professionalism, leadership through influence, attention to detail and the ability to balance competing priorities. The role requires alertness, creativity and flexibility. You will need to be able to carry out research effectively. Strong analytical skills to deal with lots of information and then make appropriate recommendations. You will be expected to multi-task and prioritise your workload effectively and will manage many projects at any one time.
Emotional	The role can be high pressure and involve prioritising competing demands in short response timescales. Whilst building strong relationships with both internal and external stakeholders is a pre-requisite, you may encounter resilience to change and from time to

	time deal with angry/disappointed suppliers because of a procurement process outcome.
Environmental	You will be based in busy, open plan, office but will be required to travel to visit our venues for meetings. Travel for related networking and benchmarking meetings and conferences will also be required.

PERSON SPECIFICATION

Factor	Essential	Desirable
Qualifications and Attainments:	<ul style="list-style-type: none"> • A degree, or the equivalent in appropriate procurement work experience. • Membership of the Chartered Institute of Purchasing and Supply (CIPS). • CIPS Diploma Level 4 	<ul style="list-style-type: none"> • MCIPS by exam (or working towards via CIPS exam route to Level 6) • IACCM Membership
Knowledge and Experience:	<p>At least three years relevant working experience at an advanced level that evidences success at:</p> <ul style="list-style-type: none"> • Complex high value tendering and contract negotiation • Planning and preparing procurement strategies • Working with and influencing senior managers • Category management • Commercial contract and supplier management <p>Significant experience of public sector procurement.</p> <p>A practical understanding of electronic purchase to pay systems.</p> <p>Evidence of managing own workload, successfully balancing competing priorities and working within a collaborative team-based culture.</p>	<ul style="list-style-type: none"> • Experience of the not for profit / charity sector
Additional Requirements (e.g. competencies):	Everyone and Manager behaviours in Essentials	

DISCLOSURE/PVG REQUIREMENTS
Basic Level Disclosure

I have read and understand this job description and I am clear about what is expected of me in this job.

Signed **Date**