

Procurement Contract Manager

Grade/Pay £41.5 – 48k p.a.

Reports to National Category Manager

Division/Directorate
Location
Basis Full time, permanent

Travel required? Yes

Reporting Lines

National Category Manager → Category Tower Director → Managing Director

Purpose

As Procurement Contract Manager this role requires extensive OJEU Public Sector Experience and an in-depth and robust understanding of Procurement Law and the 2015 EU Regulations. Candidates must be capable of managing a team to complete multiple, multi-million pound contracts and be able to ensure that these are managed via an e-tendering portal, ensuring strict compliance, transparency and fairness as per EU Regs. The Candidate must be able to respond to supplier challenges and concerns raised by the market through-out the OJEU process and be able to rebuff and resist and legal challenges. This is a pivotal role within the organisation responsible for the completion of OJEU tenders and to manage evaluation and award through to contract management for the duration of each agreement. This role is required to support and assist and to develop a team of Procurement Specialists and Procurement Contract Support, ensuring skill sets within the team are continually improving, monitored and appraised

Operating in a political and sensitive environment, the post holder will lead all aspects of procurement contract management, support contract negotiations and ensuring performance delivery and value for money across multiple contracts. The role supports contract management, performance monitoring and negotiation to deliver strategic and operational objectives through innovative contracting models.

As senior contract lead the post holder will manage the procurement contracts team, and work internally and externally to deliver projects, initiatives and contracts/services to time and in a cost effective way.

Budget responsibility	n/a	Unit revenue	n/a
Geographic responsibility	As per Tower location	Team size	As per Tower location

Main accountabilities

<ul style="list-style-type: none"> Oversee the tracking of progress against plans and transition milestones, ensuring appropriate 	<ul style="list-style-type: none"> Lead, support and contribute to formal negotiations with senior level staff from internal and external stakeholders,
--	--

<p>processes are in place to flag issues, risks and concerns within CPP.</p> <ul style="list-style-type: none"> Ensures compliant OJEU Procurements are completed in line with EU Regs and CPP Policies and Procedures. 	<p>providing a high level of negotiating expertise to secure the most advantageous arrangements.</p>
<ul style="list-style-type: none"> Ongoing contract management with regards to spend levels and commitments within Trusts 	<ul style="list-style-type: none"> Support the portfolio of programmes in demonstrating value for money through tracking, managing and delivering agreed benefits.
<ul style="list-style-type: none"> Producing supportive documentation & standard documents 	<ul style="list-style-type: none"> Changes, additions and amendments to the catalogues and framework
<ul style="list-style-type: none"> Lead for all procurement processes, regulations, quality standards 	<ul style="list-style-type: none"> Assisting the CM / CEIM's in day to day tasks
<ul style="list-style-type: none"> Producing tendering documentation and templates 	<ul style="list-style-type: none"> Opportunity analysis

Finance & Projects

<ul style="list-style-type: none"> Leading tenders, following procurement process, managing bids, following due process, advising Tower on procurement regulations 	<ul style="list-style-type: none"> Contributing to the development of sourcing strategies
---	--

People management

<ul style="list-style-type: none"> Staff management experience - management of 6 Procurement Specialists & Contract Support (depending on tower), must be able to develop, train and review staff on a regular basis, setting objectives and managing overall delivery of performance of the team.

Requirements for the role

Divisional experience	<ul style="list-style-type: none"> Expert at completing OJEU procurements from initiation of PID through to Contract Award demonstrable experience of negotiation, development, monitoring and management of contracts with significant financial value at a senior level strong organisational skills experience of engaging with clinicians and managers across health and social care organisations ability to continually challenge the achievement of best practice
Functional experience	<p>Highly developed specialist knowledge of:</p> <ul style="list-style-type: none"> Research, knowledge and information management Strategic sourcing Innovation and intellectual property Procurement law Cost and price management GATT and EU procurement EU Procurement Law CE registration and classification UN global standards



JOB DESCRIPTION

	<ul style="list-style-type: none"> • Supplier/ Market management • Change management • Customer relationship management • Team based working • Production of policies and procedures • IT literate in procurement systems • Microsoft applications, contract and compliance monitoring tools • Product and equipment evaluation techniques • Supply chain networks
Geographical experience	willingness to travel as required
Education/qualification	<ul style="list-style-type: none"> • qualified to post-graduate level (or equivalent experience) • Registered full Member of the Chartered Institute of Purchasing and Supply (MCIPS) • Full UK driving licence • Business degree or equivalent • Highly significant senior management/strategic role working in a in a complex organisation • Recognised continuing professional development at Masters level
Language	English (fluent)

JOB DESCRIPTION