

# Role Profile - Procurement Manager

Role Levelling

| Purpose  | Key Relationships  |  |
|--|--|--|
| <p>To ensure we procure goods and services (GNFR) for the best value whilst building long term relationships and meeting supply chain sustainability objectives.</p>   | <ul style="list-style-type: none"> <li>• Society managers and colleagues responsible for expenditure commitments (GNFR)</li> <li>• Budget owners in key cost areas</li> <li>• Finance team -business partners</li> <li>• Key and critical supplier leads</li> </ul>                          |  |
|  | Measures of Success  | Experience/ Qualifications Required  |
| <ul style="list-style-type: none"> <li>• Supporting stakeholders to deliver our strategic roadmap, through effective project management</li> <li>• Procuring goods and services in the execution of GNFR ((RFI / RFP) to achieve best value</li> <li>• Compliance with procurement policy</li> <li>• Liaise with external legal advisors on GNFR</li> <li>• Supporting stakeholders ensuring key and critical suppliers are working in accordance with FCA SYSC 8 parameters</li> <li>• Point of reference for supplier escalations</li> <li>• Process improvement and simplification</li> <li>• Helping to design and implement GNFR catalogues on Zycus</li> <li>• Supplier rationalisation, cost reduction, contract management</li> <li>• Engagement / leading on ISM GNFR related projects as delegated by Head of Procurement</li> <li>• Support and mentor apprentices in the team</li> </ul> | <ul style="list-style-type: none"> <li>• Contribution to Procurement Value Target</li> <li>• Compliance KPI's achieved</li> <li>• Implementing strategies in the supply chain that drive innovation, reduce cost, and mitigate risk.</li> <li>• Stakeholder and supplier feedback</li> </ul> | <ul style="list-style-type: none"> <li>• 3 Years + IT GNFR Procurement experience;</li> <li>• Demonstrable experience of managing &amp;/or defining GNFR categories;</li> <li>• Needs to demonstrate ability to work collaboratively with senior colleagues;</li> <li>• Experience in contract negotiations or negotiations in general;</li> <li>• Demonstrable experience of drafting RFP's, RFI's and contract amendments / variations;</li> <li>• Comfort/familiarity with constructing presentations, organization communications, and business cases;</li> <li>• Must be comfortable with data analysis and trend interpretation;</li> <li>• Experience of developing and undertaking Supplier Relationship Management;</li> <li>• Ideally MCIPS qualified or working towards (or equivalent).</li> </ul> |