

## Job Description

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### A Post Details

Job Title:  
**Procurement Compliance Officer/Manager  
(12mth FTC, with potential to perm)**

Function:  
Finance & Contracts

Location: London Bridge or Remote

Unique Post Number: n/a

Reports To: Head of Procurement

Grade: MG1/2

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### B Purpose of the Job

This role is an important component of the Southeastern Procurement team, helping the organisation deliver on legal, contractual and governance obligations and supporting collaboration and liaison between industry partners, including the Department for Transport (DfT).

The core elements of the role will incorporate: maintaining our contract database (including managing our contract approval process, archiving and frequently updating key contractual information and acting as a key point of contact for stakeholder requests/queries); acting as a primary point of contact for the Procurement team in seeking timely DfT consents (including providing regular updates of upcoming activities); producing a range of department and organisation reports (including supplier spend, SMEs, sustainability and supplier KPIs)

This role will act as a conduit for the team in ensuring compliance with the terms of our National Rail Contract via both proactive and reactive approaches and support the Head of Procurement and in resolving purchasing issues, supporting processes and and will be responsible for assisting and/or managing local procurement activities under OJEU thresholds

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### C Principal Accountabilities

- C1 Proactive and timely maintenance of Southeastern's contract database, hard and soft version contract archives and associated procurement/governance documentation, ensuring that all activities are captured and up to date at all times.
  - C2 Managing Procurement team approvals, consents and information requests with the DfT.
  - C3 Maintenance of compliance/project tracker/s, including obtaining regular updates from the wider team.
  - C4 Producing KPI/spend/purchasing reports, as required by the Head of Procurement and the wider team.
  - C5 Implement monthly credit checks and records of key suppliers identified by the Head of Procurement.
  - C6 Auditing our governance process and P2P systems for compliance and recommending improvement actions
  - C7 Advising and assisting internal stakeholders on/with procurement procedures, processes, business cases and governance.
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- C8 Liaising with Finance Business Partners to ascertain project budgets and authorisations for new contracts.
- C9 Ensuring project risks related to safety, information security and GDPR are mitigated by proposing appropriate terms and conditions based on Southeastern templates.
- C10 To regularly report and effectively communicate to the Procurement team and wider stakeholders.
- C11 Working with the Company Solicitor to ensure that all contracts let by the team are on appropriate terms and conditions, incorporate mandatory terms and include appropriate contractual health and safety documentation.

### D Safety Responsibilities

D1	This post is required to undertake SAFETY CRITICAL WORK	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
D2	This is a KEY SAFETY POST or nominated deputy	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
D3	The holder of this post is identified as a KEY SAFETY MANAGER	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
D4	The job requires competence in PERSONAL TRACK SAFETY	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
D5	This job has SPECIFIC SAFETY RESPONSIBILITIES (if Yes see section D6 below)	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
D6	The post holder has no specific safety responsibilities.				

### E Decision making Authority

E1 n/a

### F Most Challenging and/or Difficult parts of the role

- F1 Consistently ensuring a good level of understanding of team activities in order to act as a credible representative with the DfT
- F2 Ensuring that Southeastern's contracts are compliant with the terms of the National Rail Contract.
- F3 Simultaneously liaising with a wide range of stakeholders and activities
- F4 Ensuring clear systems/processes are developed to ensure that information is updated as quickly as possible

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### G Person Specification

Southeastern look for values and behaviours in all potential staff and our existing staff looking for promotion along with the particular experience/knowledge, skills and behaviours relevant to the position applied for. These are:

- **We care passionately about our people and passengers**
  - we put ourselves in our passengers' shoes to do what's right for them
  - we support our colleagues to be, feel and do their best
  - we love the places we serve and do our bit for our communities and environment
- **We aim to be the best**
  - we move with pace, we're agile and learn from everything
  - we relentlessly strive to be the best
  - we are professionals with personalities
- **We make the difference together**
  - we are answerable to each other and our passengers
  - we trust each other and do what we say we will
  - we are stronger together than we are as individuals

We also require more than competent performance against our Leadership & Management Competency Framework.



**Being a Southeastern Leader**  
*"Understand it; believe it; don't apologise for it"*

Key Competences	<b>P</b> Personal Effectiveness	<b>E</b> Engaging Employees	<b>R</b> Recognition And Performance	<b>F</b> Fair and Equal Treatment	<b>O</b> Owning Skills Development	<b>R</b> Researching, Analysing And Planning	<b>M</b> Making Change Happen	<b>S</b> Sharing Information
Definition	Embraces, embodies and promotes Southeastern's overall goals and values	Motives employees to go the extra mile by creating a working environments in which everyone feels valued and supported	Recognises and rewards good performance; addresses poor performance appropriately	Shows integrity and fairness in treatment of employees	Equips people with the skills, knowledge, tools and confidence to carry out the tasks we set them	Gathers data and analyses it in order to make decisions and plan effectively; involving others as appropriate	Seeks and identifies opportunities for improvement through change focussing on a clear vision of success to achieve the best results	Employs a range of communication styles to ensure messages are received and understood
Indicators	Visible and Accessible Loyalty and Commitment Building Relationships Customer Focus	Balancing Human and Business Needs Empowering others Seeking and Welcoming Ideas Providing Practical and Emotional Support Delegating Appropriately	Recognising and Rewarding Good Performance Addressing Poor Performance and Behaviour Evaluating and Reviewing Performance	Fairness and Consistency Managing Expectations Taking Responsibility	Identifying and Nurturing Talent Creating Opportunities for Self Development Understanding Individuals Enabling and Coaching	Researching, Gathering and Analysing Data Strategic Planning and Deciding	Pursuing Improvement and Leading Change Championing and Finding Innovative Solutions Taking a Cross-Functional Approach	Using Persuasion and Influence Ensuring Relevance Communicating Effectively

All shortlisted candidates seeking promotion will be assessed against this framework.

The job demands the following blend of experience/knowledge, skills and behaviours (all are essential, unless otherwise shown and will be assessed by application and/ or interview/assessment).

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### **G1 Experience, Knowledge & Qualifications** (including any specific safety training requirements)

- A transferrable degree, professional qualification or accreditation
- A detailed knowledge of the procurement process, contractual compliances and auditing
- Good/Excellent understanding and experience of procure to pay (P2P) systems and processes
- Good/Excellent understanding of contractual documentation and governance requirements
- Good/Excellent working knowledge of contract law, safety and GDPR requirements
- Good/Excellent stakeholder management skills and experience
- Good/Excellent experience of producing reports for senior management and board levels
- Knowledge of the rail industry is advantageous but not mandatory

### **G2 Skills** (including any specific safety critical competencies)

- Ability to work effectively at management level within Southeastern, liaising with senior managers and external clients.
- Ability to express oneself confidently, honestly and effectively.
- Proven influencing and problem-solving skills.
- Commercial awareness.
- Good/Excellent IT skills including use of Microsoft suite (Excel, Word & Powerpoint)
- Well-developed report and letter writing skills

### **G3 Behaviours**

- Professionalism
- Honesty and Integrity – is transparent and honest and takes full responsibility for actions. Confidence and courage to challenge the business and deal effectively with difficult situations.
- Teamwork, Sharing and Supportive – aligns with others both within and outside Southeastern to deliver common goals. Shares ideas and information. Supports colleagues and works effectively with others.
- Flexibility – successfully adapts to changing demands, conditions and scenarios.

### **H Dimensions of role**

H1 Financial – Direct: n/a

H2 Financial – Other: n/a

H3 Staff Responsibilities – Direct: None

H4 Staff Responsibilities – Other: None

H5 Any Other Statistical Data: Procurement KPIs

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### I Acknowledgement

11 Prepared By (Head of Department):



Date: 07 / 09 / 21

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### J Job Description Briefing

The post holder has been briefed on and understands the requirements of this Job Description and other related documents:

Name of post holder:

Signature:

Date:

Name of briefing manager:

Signature:

Date:

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### K Nominated Deputy for Safety requirements

If this is a KEY SAFETY POST (D2 in Safety Details above is YES) at least one nominated deputy must be identified. The Job Holder must ensure that the Nominated Deputy(ies) receives a copy of, and is briefed on this Job Description. If there are more nominated deputies, they should sign further copies of this Job Description.

The nominated deputy has been briefed on and understands the requirements of this Job Description and other related documents:

Name of nominated deputy:

Signature:

Date:

Name of briefing manager:

Signature:

Date:

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