

Job Description

A Post Details

Job Title: Procurement Manager (12mth FTC)

Function: Finance & Contracts

Location: Head Office, London Bridge

Unique Post Number: TBC

Reports To: Senior Procurement Manager

Grade: MG2

B Purpose of the Job

This role is an important component of the Southeastern Procurement team, helping the organisation drive value and refresh our supply chain. The team are responsible for all purchasing requirements for the organisation and support a wide range of functions from purchase order creation, supplier management, tendering, contract and commercial support and delivering value through savings, improved contracts and supply chain efficiencies.

The primary purpose of this role is to assist the Southeastern business in re-tendering our larger contracts, rationalising category spend, leveraging cross company economies of scale and negotiating contract extensions or renewals. While the scope of this role requires a range of skills and experience, flexibility is key as well as the ability to assimilate and take on a range of different projects. IT, operational or retail systems experience would be beneficial, as some of the projects will likely touch on these areas.

C Principal Accountabilities

- C1 Responsible for entire tender process for new requirements, negotiating with suppliers and reviewing existing agreements for project and business as usual agreements.
 - C2 Assessing category spend/sourcing requirements and developing a strategies for contract consolidation and renewals over the next 1-2 years.
 - C3 Managing information security and GDPR risk in the supply chain by proposing appropriate terms and conditions based on Group/Southeastern templates.
 - C4 To work with contract managers in the relevant departments to develop procurement strategies and determine technical specifications.
 - C5 Working with internal stakeholders to ensure goods & services are appropriately specified and KPIs are developed for key contracts.
 - C6 To update the Procurement project tracker and contracts database when required and plan for contract renewal or acquisition with stakeholders.
 - C7 Effectively communicating and engaging stakeholders throughout the procurement process.
 - C8 Advising and assisting internal stakeholders on/with procurement procedures, processes, business cases and governance.
 - C9 Undertaking market research and developing new or existing suppliers to better meet the operational needs of the business.
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- C10 Liaising with Finance Business Partners to ascertain project budgets and authorisations for new contracts.
- C11 Support of Group Procurement initiatives such as cross-organisation tendering, contract negotiations or supply chain management.
- C12 Ensuring that all contracts which involve supplier's working on Southeastern sites have 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 Recommendation of Southeastern procurement strategies and contract awards to the Head of Procurement, Department Director and Finance & Contracts Director for final approval.
- E2 Negotiating with suppliers on behalf of Southeastern.

F Most Challenging and/or Difficult parts of the role

- F1 Ensuring the local and Go-Ahead procurement culture and processes are applied throughout Southeastern.
- F2 Ensuring UCR16 adherence throughout Supplier negotiations and transactions
- F3 Simultaneously managing multiple stakeholders to align objectives
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G Person Specification

Southeastern aims to recruit people not just for jobs but for long term careers. We want good quality, talented people with the right attitude who will stay with us.

For these reasons we look for evidence of Southeastern 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	P Personal Effectiveness	E Engaging Employees	R Recognition And Performance	F Fair and Equal Treatment	O Owning Skills Development	R Researching, Analysing And Planning	M Making Change Happen	S 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.

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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).

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

Qualified member of the Chartered Institute of Purchasing and Supply (MCIPS) – or equivalent transferrable degree, professional qualification or practical IT or cyber security experience.

A minimum of three years of working in an accountable role in either a procurement, commercial or contract management environment.

Working knowledge of contract law, GDPR and UCR16 regulations.

Good understanding and experience of procure to pay (P2P) systems and processes

Some experience of contract management (i.e. post contract)

Good understanding of contractual documentation and governance requirements

Good understand of e-tendering systems/tools

Good stakeholder management skills and experience

Proficient experience of supply chain planning and producing associated reports.

E-tendering tools experience and knowledge.

G2 Skills (including any specific safety critical competencies)

Ability to work effectively at management level within Southeastern, liaising with senior managers and across supplier directors.

Ability to express oneself confidently, honestly and effectively.

Proven influencing and problem-solving skills.

Commercial awareness.

Good IT skills including use of Microsoft suite (Excel, Word & Powerpoint)

Well developed report 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.

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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

I Acknowledgement

- I1 Prepared By (Head of Department): _____ Date: _____

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: _____

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: _____
