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| A | **Post Details** | | | | | | | | |
|  | Job Title: Deputy Head of Procurement |  | Function: Finance & Contracts | | | | |  | |
|  | Location: Head Office, London Bridge |  | Unique Post Number: TBC | | | | |  | |
|  | Reports To: Head of Procurement |  | Grade: SMG | | | | |  | |
| B | **Purpose of the Job**  This role is an important component of the Southeastern Procurement team. 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 purpose of this role is to provide support to the Head of Procurement in delivering required UCR compliant procurement activity and sourcing strategy across both *direct* and *indirect* categories of: Engineering, Infrastructure (Civils, buildings and construction), Operations (passenger and train services, major programmes and business development), Commercial (revenue, digital, customer experience and marketing), Communications, HR & Finance.  The role also entails direct management of two Senior Procurement Managers and providing support and guidance to these team members who each lead the teams focused on *direct* and *indirect* procurement delivery; including Procurement Managers, Assistant Procurement Managers, and specialist Purchasing team members; ensuring both governance and compliance are adhered to.  The procurement requirements for the organisation include supporting a wide range of business functions and delivering high quality tendering, stakeholder contract and commercial support, supplier management and delivering value through savings, improved contracts and supply chain efficiencies.  In addition to responsibility for these procurements at Southeastern, this role incorporates acting as nominated deputy for the Head of Procurement. This may include (but not limited to): deputising at Forums/Board and industry meetings, managing P2P system and governance approvals and providing senior stakeholder and Exec support. | | | | | | | | |
|  | Where required, the role incorporates supporting all members of the team for any planned or ad hoc cover. | | | | | | | | |
| C | **Principal Accountabilities** | | | | | | | | |
| C1  C2  C3  C4  C5  C6  C7  C8  C9  C10  C11  C12  C13  C14 | To work with the Head of Procurement, contract managers and stakeholders to develop procurement strategies and determine technical specifications.  Management of 2 direct reports (plus 8-10 indirect reports), including, where necessary, dissemination of information, highlighting training and competency requirements, holding 1-2-1s, objective setting, performance reviews and performance management.  Delivery of selected, UCR compliant, high value goods/services/works procurement projects to assist in the delivery of the wider procurement/commercial strategy.  Co-ordination of team activities to manage performance and delivery to agreed timescales.  Assist in ensuring that all departmental information, templates and guidance remain up to date.  Support in drafting of revenue/sales agreements with third parties and providing advice to stakeholders on service delivery obligations.  Providing sourcing/commercial knowledge and expertise to Southeastern managers in negotiating with suppliers and securing value for money through effective contract management.  Management of iProcurement purchase order approvals (up to authorised DFA), ensuring that correct sourcing and contractual documentation is in place.  Ensuring that all contracts which involve supplier’s working on Southeastern sites have appropriate contractual health and safety documentation.  Advising and assisting internal stakeholders on/with procurement procedures, processes, business cases and governance.  Undertaking market research and developing new or existing suppliers to better meet the operational needs of the business.  Liaising with Finance Business Partners to ascertain project budgets and authorisations for new contracts.  Supporting owning group or associated business initiatives such as cross-organisation tendering, contract negotiations, sharing best practice or supply chain management.  Supporting the Head of Procurement in developing and delivering necessary Forums to share knowledge, information or best practice with the organisation – as required. | | | | | | | | |
| D | **Safety Responsibilities** | | | | | | | |
| D1 | This post is required to undertake SAFETY CRITICAL WORK | | | Yes |  | No | x | |
| D2 | This is a KEY SAFETY POST or nominated deputy | | | Yes |  | No | x | |
| D3 | The holder of this post is identified as a KEY SAFETY MANAGER | | | Yes |  | No | x | |
| D4 | The job requires competence in PERSONAL TRACK SAFETY | | | Yes |  | No | x | |
| D5 | This job has SPECIFIC SAFETY RESPONSIBILITIES (if Yes see section D6 below) | | | Yes |  | No | x | |
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| D6 | The post holder has no specific safety responsibilities. | | | | | | | |
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| E | **Decision making Authority** | | | | | | | |
| E1  E2  E3  E4 | Local approvals for supply chain strategies and *direct* contract award recommendations for Southeastern contracts up to the UCR16 services threshold , with submission to the Finance Director for final authorisation.  Recommendation of strategies and contract award recommendation in excess of the UCR16 threshold to the Head of Procurement and Finance Director for authorisation.  Negotiate commercial and contract terms of Southeastern specific contracts of unlimited value, liaising with Legal and Head of Procurement.  Authorise Iprocurement and EMS purchase orders in accordance with Southeastern’s Delegated Financial Authority – when deputising for Head of Procurement. | | | | | | | |
| F | **Most Challenging and/or Difficult parts of the role** | | | | | | | |
| F1  F2  F3 | Ensuring UCR compliance, procurement culture, processes and governance are applied throughout Southeastern.  Simultaneously managing multiple stakeholders to align objectives, which occasionally conflict and require expectation management.  Managing a team undertaking a diverse range of activities simultaneously and providing support to complement team development and knowledge growth. | | | | | | | |
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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 areWe 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.    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). |
| 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 or professional qualification. * A minimum of five years of working in a senior role in either a procurement, commercial or contract management environment. * Comprehensive understanding of the procurement process, including contractual documentation and governance requirements. * Excellent stakeholder management skills and experience. * Proficient experience of supply chain planning and producing associated reports. * Proficient knowledge of contract law, government legislation and UCR regulations. * Good understanding and experience of procure to pay (P2P) systems and processes * Demonstrable experience of contract management (i.e. post contract) and SLA’s. * Good understand of e-tendering systems/tools. |
| G2 | Skills (including any specific safety critical competencies)  * Ability to work and communicate effectively across a range of management. * Ability to express oneself confidently, honestly and effectively. * Proven influencing and problem-solving skills. * Highly commercially aware. * 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: Up to £5,000 (PR’s)\* | |  | | |
| H2 | Financial – Other: Up to £100,000 (PO’s)\* | |  | | |
| H3 | Staff Responsibilities – Direct: Up to 3 | |  | | |
| H4 | Staff Responsibilities – Other: Up to 10 | |  | | |
| H5 | Any Other Statistical Data: Group/DfT KPIs \*where delegated and as agreed with Finance | |  | | |
| I | **Acknowledgement** | | | | |
| I1 | Prepared By (Head of Department): | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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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: |  |
| **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: |  |