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| A | **Post Details** | | | | | | | | |
|  | Job Title: Procurement Manager (FTC) |  | Function: Finance & Contracts | | | | |  | |
|  | Location: Head Office, London Bridge |  | Unique Post Number: TBC | | | | |  | |
|  | Reports To: Head of Procurement / Procurement Team Lead |  | Grade: MG2 | | | | |  | |
| 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 primary purpose of this role is to: a) assist the Southeastern business in delivering new agreements for NIS and other cyber/information security projects and b) assess and create a departmental strategy to manage supply chain agreements across the IT department including, negotiation, tendering, extensions and renewal of contracts.  The additional objectives of the role are to help deliver consolidation and economies of scale with the rest of the Southeastern and Group procurement teams. | | | | | | | | |
| C | **Principal Accountabilities** | | | | | | | | |
| C1  C2  C3  C4  C5  C6  C7  C8  C9  C10  C11  C12 | Responsible for entire tender process for new requirements, negotiating with suppliers and reviewing existing agreements for project and business as usual agreements up to c.£1m.  Assessing the requirements of the IT department and developing a local strategy for contract consolidation and renewals over the next 1-3 years.  Managing information security and GDPR risk in the supply chain by proposing appropriate terms and conditions based on Group/Southeastern templates.  To work with contract managers in the IT departments to develop procurement strategies and determine technical specifications.  Working with internal stakeholders to ensure goods & services are appropriately specified and KPIs are developed for key contracts.  To update the Procurement project tracker and contracts database when required and plan for contract renewal or acquisition with stakeholders.  Effectively communicating and engaging stakeholders throughout the procurement process.  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.  Support of Group Procurement initiatives such as cross-organisation tendering, contract negotiations or supply chain management.  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 |  | 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 | Recommendation of Southeastern procurement strategies and contract awards to the Head of Procurement, Department Director and Finance & Contracts Director for final approval.  Negotiating with suppliers on behalf of Southeastern. | | | | | | | |
| F | **Most Challenging and/or Difficult parts of the role** | | | | | | | |
| F1  F2  F3 | Ensuring the local and Go-Ahead procurement culture and processes are applied throughout Southeastern.  Ensuring OJEU and Competition Legislation adherence throughout Supplier negotiations and transactions  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 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 have identified behaviours required to be successful in leading Southeastern.    The Leading Southeastern framework details **how** we should be behaving in order to drive up performance to deliver **85 by 18**.  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, professional qualification or practical IT or cyber security experience.  Experience of working in an accountable role in either a procurement, commercial or contract management environment.  Working knowledge of contract law, GDPR and OJEU 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: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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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: |  |