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| A | **Post Details** | | | | | | | | |
|  | Job Title: Procurement Manager – IT & Indirect |  | Function: Finance & Contracts | | | | |  | |
|  | Location: London Bridge and Remote |  | Unique Post Number: n/a | | | | |  | |
|  | Reports To: Indirect Procurement 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 purpose of this role is to provide support to deliver UCR/Procurement Act compliant procurement projects across Southeastern’s *indirect* categories, including IT, retail/website and HR.  The role will focus on delivery of key tender activities that will advance the business as we work to modernise the UK’s railway. Key areas of focus will include IT services, digital & retail systems and HR services tenders among others, and the role will work closely with stakeholders within the business and with industry partners to ensure requirements are understood and value added to the business by exploiting opportunities for driving best practice and collaborative procurement with other group companies.  The post holder will be able to understand contractual obligations, be confident with contract law and key conditions of contract, proactively plan and deliver high quality tenders, liaising with key stakeholders and offering support on key business initiatives and projects, as required. | | | | | | | | |
| C | **Principal Accountabilities** | | | | | | | | |
| C1  C2  C3  C4  C5  C6  C7  C8  C9  C10  C11 | Responsible for entire tender process for specified projects whilst complying with UCR16 and the Procurement Act.  Working with internal stakeholders and adopting a business partner approach to develop future tender plans, driving increased focus on the development of requirements specifications and innovative performance mechanisms (including KPIs/SLAs).  Proposing appropriate terms and conditions and drafting amendments to Southeastern or standard form terms and conditions for purchasing/procurement requirements.  Supporting business and industry initiatives such as cross-organisation tendering, contract negotiations, supply chain management and Social Value.  Ensuring project risks related to safety, information security and GDPR are mitigated by proposing appropriate terms and conditions based on Southeastern templates.  Regularly update the Procurement Information Manager with project progress, contract status and submitting signed documentation/contracts for archiving.  Effectively communicating and engaging stakeholders throughout the procurement process.  Advising and assisting stakeholders on procurement procedures, processes and governance in achieving project objectives.  Undertaking market research and developing new or existing suppliers to meet the operational needs of the business.  Liaising with Finance Business Partners to ascertain project budgets and authorisations for new contracts.  Assisting the Procurement team in developing and delivering necessary Forums to share knowledge, information or best practice with the organisation – specifically across the IT and Indirect categories. | | | | | | | | |
| 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 | |
| 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 Indirect Lead/Head of Procurement, Department Directors and Finance & Contracts Director for final approval.  Negotiating with suppliers and drafting contracts on behalf of Southeastern. | | | | | | | |
| F | **Most Challenging and/or Difficult parts of the role** | | | | | | | |
| F1  F2  F3 | Ensuring the local and procurement culture and processes are applied throughout Southeastern.  Ensuring UCR/Procurement Act adherence throughout negotiations, tenders & transactions.  Simultaneously managing multiple stakeholders to align objectives. | | | | | | | |
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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.    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 three (3) years of working in an accountable role in either a procurement, commercial or contract management within an Indirect/IT environment. * Working knowledge of contract law, GDPR and UCR16 regulations and knowledge of the upcoming Procurement Act. * Knowledge of Government Frameworks and Dynamic Purchasing Systems would be preferable * 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 * Proficient in writing reports and executive papers to support procurement strategies * Good understand of e-tendering systems/tools * Excellent stakeholder management skills and experience * Proficient experience of supply chain planning, engagement and producing associated reports. * Good experience of market engagement |
| 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: |  |