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| A | **Post Details** | | | | | | | | | |
|  | Job Title: Procurement Team Lead / Senior Procurement Manager (FTC) |  | Function: Finance & Contracts | | | | |  | | |
|  | Location: Head Office, London Bridge |  | Unique Post Number: TBC | | | | |  | | |
|  | Reports To: Head of Procurement |  | Grade: MG2 | | | | |  | | |
| B | **Purpose of the Job**  Southeastern are planning to undertake a procurement and commercial project to deliver improved value and commercial performance via the delivery of new contracts/tenders, supplier renegotiation and implementation of new departmental strategies. During this project, the Head of Procurement is expected to take reduced influence in day to day activities but retain strategic oversight and guidance.  The purpose of this role is to provide support to the Head of Procurement in managing the team, undertaking operational activities, supporting the delivery of defined procurement strategy and ensuring that business as usual activities, approvals and governance is maintained.  The Procurement team at Southeastern 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.  This role will include the direct management of three experienced managers and one officer and oversight of a further three administrators. The primary responsibilities will include co-ordinating of team activities, deputising for the Head of Procurement, managing P2P system approvals and enforcing governance policies. In addition, the role will include direct responsibility to deliver several high value tenders to help deliver key business commitments. | | | | | | | | | |
|  | 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.  Delivery of selected 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.  Ensure that all departmental information, templates and guidance is kept up to date, including delivery of targeted improvement projects to improve stakeholder access/information.  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.  Managing communications to internal stakeholders on progress reporting, issue resolution and best practice guidance.  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.  Support of Group Procurement initiatives such as cross-organisation tendering, contract negotiations or supply chain management.  Supporting the Head of Procurement in developing and delivering Contract Management Forums for the organisation 2-4 times per annum. | | | | | | | | | |
| 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 | Recommend supply chain strategies and contract award recommendations for Southeastern contracts to the Head of Procurement and Finance Director for authorisation.  Negotiate commercial and contract terms of Southeastern specific contracts liaising with Group Procurement, Group Legal and the Finance Director.  Authorise Iprocurement and EMS purchase orders in accordance with Southeastern’s Delegated Financial Authority. | | | | | | | | |
| F | **Most Challenging and/or Difficult parts of the role** | | | | | | | | |
| F1  F2  F3 | Ensuring the local and Go-Ahead procurement culture, processes and governance is applied throughout Southeastern.  Ensuring OJEU compliance (where required) and governance adherence throughout Supplier negotiations and transactions.  Simultaneously managing multiple stakeholders to align objectives, which occasionally conflict and require expectation management. | | | | | | | | |
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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 or professional qualification. * Experience 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 OJEU 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 4 | |  | | |
| H4 | Staff Responsibilities – Other: Up to 3 | |  | | |
| H5 | Any Other Statistical Data: Group/DfT KPIs \*subject to approvals | |  | | |
| 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: |  |