



Senior Procurement Manager £36, 838

St Leger Homes of Doncaster is an arms length management organisation developed to manage the whole of Doncaster Council's housing stock.

St Leger Homes of Doncaster is a limited company, owned by Doncaster MBC, the sole shareholder.

This is an exciting and challenging opportunity to join this organisation and to provide strategic leadership in supply chain and procurement adopting a Value for Money approach at all times.

To Provide advice to Senior Management and other stakeholders, on Procurement policy and strategy.

To plan and schedule all necessary project and tendering activity to procure an uninterrupted supply of goods/ services, including capital and revenue contracts, across the whole organisation ensuring that these projects are carried out in accordance with the latest EU Directives, UK legislation and the organisation's Financial Regulations.

The role demands experience of managing complex procurement projects in a large organisation and of motivating and managing a small team of procurement professionals.

You will be dealing with a wide range of people and be able to present concise reports to various stakeholders, tackling complex procurement issues. You must have enthusiasm and commitment to improving services through best value procurement.

Candidates should ideally be MCIPS qualified and have extensive experience within a public sector environment.

The closing date for applications is 24th April 2009.

For an informal discussion and application pack please telephone Mr Dean Rothwell, Asst. Director for Financial Services on (01302) 862871

ST LEGER HOMES OF DONCASTER
DIRECTORATE OF BUSINESS PLANNING

PROCUREMENT TEAM

JOB DESCRIPTION

POST REFERENCE:

POST TITLE: Senior Procurement Manager

GRADE: PO 44 (36, 838)

RESPONSIBLE TO: Asst. Director for Financial Services

RESPONSIBLE FOR: Principal Procurement Officer, Senior Contracts Officer, Senior Procurement Co-ordinator, Data Control Officer and Procurement Officers.

Nature and Responsibilities of the Post

To provide strategic leadership and management of Procurement within St Leger Homes of Doncaster.

To plan and schedule all necessary project and tendering activity to procure an uninterrupted supply of goods/ services, including capital and revenue contracts, across the whole organisation ensuring that these projects are carried out in accordance with the latest EU Directives, UK legislation and the organisation's Financial Regulations.

Main Duties and Responsibilities

- Responsibility for the management of procurement activity undertaken by the team, promoting awareness and compliance throughout the organisation.
- To develop, monitor and update the organisation's procurement strategy and financial regulations in line with Corporate Objectives, Council, Regional and National Agendas and changes in UK or EU Legislation.
- To develop a strategic framework for procurement within the organisation, including the development of best practice and continuous review.
- To ensure efficiency and effectiveness in all major procurements, whilst delivering savings, opportunities and innovation.
- To provide strategic and practical advice, input and leadership on key procurement issues within the organisation.
- To review existing procurement activities and undertake regular spend analysis to determine the most appropriate procurement strategy in order to maximise the organisation's purchasing power through use of frameworks, consortia, collaborative or independent tender exercises.

- Provision of leadership and support, including setting and monitoring of performance management within the team and undertake periodic appraisals of staff, identify and meet staff training needs.
- To ensure the team achieve KPI's, monitoring performance against local and national indicators demonstrating continuous and improvement within the service, delivering overall service improvements for the benefit of the organisation.
- To develop procedures and prepare reports and briefings for the Chief Executive, Board members and the Executive Management Team of the company.
- To contribute, within the Business Planning Directorate, to the requirements of the Company Business Delivery Plan.
- To display management qualities of the highest standard, motivating and encouraging staff through leadership by example.
- Maintain and promote good customer relations and effective communication with all stakeholders both internal and external to the organisation.
- To contribute towards the strategic objectives of St Leger Homes impacting on the Council's Transformational Goals, Borough Strategy, Corporate Procurement Strategy and delivery of Value for Money Service.
- To represent St Leger Homes as and when required.
- As a delegated budget holder, to monitor expenditure for all budgets within your control.
- To carry out such duties as the Assistant Director for Financial Services may determine.

The post holder's duties must be carried out in compliance with St Leger Homes of Doncaster's Equal Opportunities Policy, Information Security Policies, Financial Regulations and Standing Orders and Health and Safety at Work Act (1974), and other subsequent Health and Safety legislation.

These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities within the Directorate, commensurate with the grading of the post without changing the general character of the post.

ST LEGER HOMES OF DONCASTER
DIRECTORATE OF BUSINESS PLANNING
PROCUREMENT TEAM
JOB DESCRIPTION

POST TITLE: Senior Procurement Manager

ATTRIBUTES/ REQUIREMENTS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EDUCATION/QUALIFICATIONS AND VOCATIONAL TRAINING	<ul style="list-style-type: none"> ▪ Full Membership of CIPS or working towards. 	<ul style="list-style-type: none"> ▪ Degree or equivalent professional qualification. 	<ul style="list-style-type: none"> ▪ Application Form ▪ Checking of qualifications
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> ▪ Experience within a Management Role. ▪ Proven track record in the strategic planning of services. ▪ Proven track record in the strategic planning of large scale construction programmes ▪ Implementing and monitoring performance management systems. ▪ Experience of developing policy and procedures within a procurement environment ▪ Knowledge of Procurement Law, EU Procurement Regs and working within the constraints of collaborative procurement and Local Govt rules ▪ Knowledge and use of existing Procurement Framework e.g. OJEU 	<ul style="list-style-type: none"> ▪ Experience within a Housing Management Role. ▪ Experience of partnering arrangements 	<ul style="list-style-type: none"> ▪ Application Form ▪ Interview ▪ References

ATTRIBUTES/ REQUIREMENTS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
LEADERSHIP COMPETENCIES			<ul style="list-style-type: none"> ▪ Application Form ▪ Interview ▪ References
COMMUNICATION, INFORMATION & IMAGE	<ul style="list-style-type: none"> ▪ Excellent oral and written communication skills ▪ Excellent ICT skills ▪ Presents themselves clearly, fluently and in a compelling manner ▪ Presentable and personable 		<ul style="list-style-type: none"> ▪ Application Form ▪ Interview ▪ Written test ▪ References
EMOTIONAL INTELLIGENCE	<ul style="list-style-type: none"> ▪ Knows own strengths and weaknesses ▪ Professional and confident manner ▪ Seeks and appropriate work life balance ▪ Remains calm under pressure 		<ul style="list-style-type: none"> ▪ Interview ▪ References
LEADING AND DEVELOPING PEOPLE	<ul style="list-style-type: none"> ▪ Ability to inspire and lead others ▪ Encourages development of staff ▪ Delegates appropriately ▪ Provides team direction 		<ul style="list-style-type: none"> ▪ References
LEADING CHANGE	<ul style="list-style-type: none"> ▪ Demonstrates a positive and proactive attitude to change ▪ Generates new ideas ▪ Seeks improvement in ways to deliver services 		<ul style="list-style-type: none"> ▪ Interview ▪ References
MANAGING FOR RESULTS	<ul style="list-style-type: none"> ▪ Business focused approach to service delivery ▪ Project and programme management skills ▪ 		<ul style="list-style-type: none"> ▪ Interview ▪ References
PHYSICAL ATTRIBUTES	<ul style="list-style-type: none"> ▪ As advised by the Occupational 		<ul style="list-style-type: none"> ▪ Health Questionnaire

ATTRIBUTES/ REQUIREMENTS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
	Health Team		<ul style="list-style-type: none"> ▪ Medical Examination
<u>ADDITIONAL FACTORS</u>	<ul style="list-style-type: none"> ▪ Able to travel around the borough as the demands of the service reasonably dictate ▪ Willingness and ability to work outside of normal office hours as the demands of the service dictate. 		<ul style="list-style-type: none"> ▪ Interview