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| Job title | Procurement Team Leader | Job family and level | Administrative, Professional and Managerial Level 5 |
| School/ Department | Procurement | Location | Kings Meadow Campus |

Purpose of role

To lead the activities of a procurement team by managing and coaching the Procurement Partners within the allocated team section and reviewing and improving the University's approach to and delivery of procurement.

You will be responsible for balancing procurement workload across their team, monitoring internal procurement processes, providing procurement advice to senior stakeholders, coordinating and assisting with responsible procurement initiatives and driving performance to ensure the Procurement strategy and associated KPIs are delivered year on year.

| | Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role) | % time per year |
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| 1 | <p>Staff leadership and development</p> <ul style="list-style-type: none"> ▪ Responsible for the day-to-day management of two categories within the Procurement team (either Technical and Estates or Digital Technology Services and Professional Services) ▪ Ensure that the Procurement team achieve excellence in work standards and outputs and add clear value to the University ▪ Develop, monitor and review the team's performance, including the quality and timeliness of outputs ▪ Lead and motivate the team including improving the capability of staff by identifying personal development needs and organising training, development opportunities, coaching and professional support. ▪ Conduct the performance management process working with the University's Appraisal and Development Conversations (ADC) process. ▪ Effectively communicate current activities and policies to the team and across the University. ▪ Collaborate and support other colleagues outside the team who are responsible for aspects of purchasing | 30% |
| 2 | Compliance | 10% |

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| | <ul style="list-style-type: none"> ▪ Assist Head of Procurement and Compliance and Lean Manager by reviewing tender documentation of team and providing feedback to team members to ensure compliance with the regulations and that benefits accrued through the procurement processes are maximized. ▪ Sign off procurement plans and tender evaluation reports as part of conducting compliance checks and feed back to Head of Procurement on key issues and opportunities. | |
| 3 | <p>Developing and Managing Relationships with University Stakeholders:</p> <ul style="list-style-type: none"> ▪ Development of relationships with key stakeholders to understand strategic aims, identify future plans and ongoing requirements. This will include on-going communication via regular meetings. ▪ Convey information and ideas through a variety of media types to individuals or groups in a manner that engages the audience and helps them understand and retain the key messages. ▪ Acting as a representative for the University at appropriate conferences and seminars, consortia procurement groups and other events held. | 10% |
| 4 | <p>Continuous Improvement</p> <ul style="list-style-type: none"> ▪ Identify improvement opportunities in procurement processes and collaborate with teams across the University to design and implement improvements to procurement processes, leading projects as appropriate ▪ Prepare relevant information to facilitate change and take a leadership role in implementation of improvements ▪ Keep up to date with regulatory and University developments to ensure compliance, as well as monitoring compliance to approved processes, suppliers and contracts for the category. | 10% |
| 5 | <p>Managing Sourcing activities and supplier contracts/relationships:</p> <ul style="list-style-type: none"> ▪ Responsible for leading significant procurement projects, in accordance with the current PCR regulations and the University Procurement Policy. ▪ Assist with the Supplier Relationship Management (SRM) activities within the category following the University SRM Programme. ▪ Assist with categorising the suppliers within the category to ensure the correct resource is allocated to manage them. ▪ Work with key stakeholders attending performance review meetings and dealing with any poor supplier performance within the category and also focusing on maximising value from supplier partnerships. ▪ Responsible for managing significant contracts falling into the category that are above £100K in value - this may involve negotiation of contractual changes together with review of contractual performance indicators. ▪ Provide support for contracts managed by the devolved procurement community and act as point of escalation, resolving escalated issues relating to the performance of suppliers. This will involve working with stakeholders to understand the root cause of the issues and agreeing resolution actions. | 40% |

Person specification

| | Essential | Desirable |
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| Skills | <ul style="list-style-type: none"> ▪ Capable of influencing and working at Senior Management Level. ▪ Ability to motivate and coach team members ▪ Strong commercial / business acumen. ▪ Strong leadership and project management for effective delivery. ▪ Effective communication skills, both written and oral. ▪ Ability to develop and manage effective relationships with highly technically competent stakeholders. ▪ Knowledge of trends and best practices in procurement. ▪ A degree of tenacity in resolving conflict | <ul style="list-style-type: none"> ▪ Evidence of appreciation of the dynamics of Higher Education without necessarily having previously worked in the HE sector. ▪ Successful change management. |
| Knowledge and experience | <ul style="list-style-type: none"> ▪ Experience of large-scale procurement in relevant categories - usually with a value of £100k+. ▪ Experience of working within the UK/EU Public Contract Regulations 2015. ▪ Market analysis and benchmarking to inform and demonstrate development and implementation of sourcing strategies and plans. ▪ Experienced in the use of eSourcing. ▪ Managing supplier contracts and SLAs, including monitoring of performance, resolution of performance problems and optimisation of supplier performance. ▪ Manipulation and analysis of large and complex data sets including spend analysis and data collation and savings forecasting/reporting. | <ul style="list-style-type: none"> ▪ Previous experience in managing teams to successful performance, including implementing change to embed/enhance a culture of value for money. ▪ Managing categories, involving cross-functional teams. ▪ Diversified background with broad experience of large-scale procurement in both public and private sectors. ▪ Widespread awareness and understanding of University of Nottingham and HEI activities and objectives. ▪ Experience of developing solutions / improvements for procurement and contributing to strategic planning. ▪ Experience of local mediation dispute resolution. |

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| | <ul style="list-style-type: none"> ▪ Experience of leading and implementing change and performance improvement in teams or supply base. ▪ Risk management skills to be able to identify manage and mitigate the risks inherent in procurement contracts. | |
| Qualifications, certification and training (relevant to role) | <ul style="list-style-type: none"> ▪ Educated to degree level, or equivalent, or proven track record of relevant work experience in public sector procurement. ▪ Full Chartered Institute of Purchasing and Supply (MCIPS) or working towards. | <ul style="list-style-type: none"> ▪ Business related degree related qualifications. ▪ Lean Six Sigma. |



The University of Nottingham is focused on embedding equality, diversity and inclusion in all that we do. As part of this, we welcome a diverse population to join our work force and therefore encourage applicants from all communities, particularly those with protected characteristics under the Equality Act 2010.

Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

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| Valuing people | Is friendly, engaging and receptive, putting others at ease. Actively listens to others and goes out of way to ensure people feel valued, developed and supported. |
| Taking ownership | Is clear on what needs to be done encouraging others to take ownership. Takes action when required, being mindful of important aspects such as Health & Safety, Equality, Diversity & Inclusion, and other considerations. |
| Forward thinking | Drives the development, sharing and implementation of new ideas and improvements to support strategic objectives. Engages others in the improvement process. |
| Professional pride | Is professional in approach and style, setting an example to others; strives to demonstrate excellence through development of self, others and effective working practices. |
| Always inclusive | Builds effective working relationships, recognising and including the contribution of others; promotes inclusion and inclusive practices within own work area. |

Key relationships with others



