

Job description and person specification

Please note this statement is for information only and does not form part of a contract. The responsibilities articulated are not exhaustive and we are committed to working practices that are flexible, collaborative and inclusive.

Job title	Senior Procurement Officer	Location	Flexible: Chesterfield, London, Homeworker
Contract type	Full-time, 35 hours per week	Contract length	Fixed Term Maternity Cover – 12 months
Date	January 2021	Salary	£41,249 London Office £38,158 ROU/Homeworker

Context

We are Versus Arthritis!

We are fundraisers, programme managers, volunteers, administrators, editors and accountants all doing everything we can to push back against arthritis. Together, we'll continue to develop breakthrough treatments, campaign relentlessly for arthritis to be seen as a priority and support each other whenever we need it. Together, we're making real progress. But there's still a long way to go, and we won't stop until no-one has to tolerate living with the pain, fatigue and isolation of arthritis.

The Procurement team currently has a portfolio of nearly 300 live contracts and is an integral part of the Planning & Operations Directorate and Procurement is central to delivering cost effective, compliant contract delivery for the charity.

The Procurement team provides expert advice to all stakeholders throughout the procurement lifecycle to ensure fit for purpose, sustainable, innovative sourcing solutions are achieved.

Based within the Awards & Procurement department as part of the Procurement team, the Senior Procurement Officer, will work with the Procurement Manager to develop and deliver a new Corporate Procurement Strategy and a new Procurement Policy to support the delivery of the charity's vision and goals.

Main purpose of the role

This role will provide high quality procurement guidance, advice and support to internal stakeholders to implement the UK wide Corporate Procurement Strategy enabling the charity to deliver its goals.

To provide end to end procurement support on a range of complex procurement activities, playing a key role in the development and delivery of procurement sourcing strategies within the designated categories of expenditure.

This role will be the primary point of contact for procurement requirements within a designated area of spend; acting as a business partner to deliver guidance and advice to stakeholders to ensure the Procurement Department is routinely engaged at the earliest stages of planning and that goods and services are purchased using best practice principles maximising value from the supply chain.

In addition, this role will support the management and maintenance of organisational procurement records by developing effective analytical tools to track spend and supplier performance, supporting effective commercial insight by identifying risk and areas for improvement.

To work with the wider organisation and the Procurement team in delivering appropriate procurement and contract management training which will include providing appropriate support for applicable e-procurement systems.

Management and key relationships

Roles managed

None

Reports to

Procurement Manager

Key Relationships

Internal

- **Procurement Manager:** Working directly with the Procurement Manager to ensure excellent compliant procurement processes are embedded within the charity.
- **Head of Awards and Procurement:** Working closely with the Head of Awards & Procurement to support the department's activity.
- **Head of Governance and Assurance:** Working closely with the Head of Governance & Assurance to support the commercial compliance within Procurement contracts.
- **Finance and Corporate Services teams:** Including Finance Operations and Risk and Compliance Lead.
- **Across the Charity:** Development of effective reciprocal relationships with colleagues across the organisation including heads and contract owners.

External

- **External organisations:** Be a key point of contact for suppliers in the course of the e-tendering system and assisting with tender and contractual enquiries.

Main Responsibilities and Duties

1 It's about leading and supporting

- Work with the wider Awards & Procurement team to deliver a strategically focussed, professional and efficient procurement service; providing expert advice, support and guidance to stakeholders within our charity, using best practice procurement and supply chain management principles.
- Act as the procurement primary point of contact, partnering senior managers within assigned business areas – ensuring they receive effective strategic procurement support and proactive advice, spanning the full lifecycle of all procurement activity.
- Lead on commercial activities in the procurement of high risk/high value contracts within the assigned business area - from end-to-end market engagement, supplier due-diligence, tender, contract negotiation and award.
- Provide advice to contract owners to support the resolution of issues and any post-contract disputes, working collaboratively and seeking appropriate legal guidance where required.
- Working with the Procurement Manager to deliver the charity -wide Corporate Procurement Strategy, adopting a robust but proportionate approach to sourcing and contract management to ensure contract visibility but also facilitate improvements in relationship management and communication.

3. It's about managing systems, processes and data

- Support the wider Procurement and Finance team in the delivery of appropriate training and guidance to all internal stakeholders on best practice procurement principles, contract management, e-Procurement and Purchase to Pay systems in a format appropriate for the audiences.
- Feed into the development and maintenance of procurement information, guidelines, templates and tools and other useful information to be used on the organisational HUB.
- To provide high level systems support to stakeholders for all e-procurement systems.

4. It's about managing suppliers

- Conduct appropriate supplier due diligence to identify supply chain risk and provide support and guidance to stakeholders on appropriate supplier evaluation and risk mitigation methods.
- Produce regular reports on supplier/contract performance against agreed measures, which both monitor progress and enable effective decision-making.

5. It's about learning, evaluating and improving

- Participating in, contributing to and supporting continuous improvement activities by adapting to the changing systems within the Awards & Procurement team, the Planning & Operations Directorate, the charity and the wider national environment.

Criminal Record Check

Requirement This role DOES NOT require a Criminal Record check

Person specification

Knowledge, skills and experience: key requirements

Requirement		Evaluation Stage
1	Professional CIPS (Chartered Institute of Procurement and Supply) qualification or equivalent and evidence of experience or necessary skills though training.	Application/ Interview
2	A comprehensive knowledge and understanding of strategic procurement principles.	Interview
3	Experience in developing/reviewing relevant procurement/contract terms.	Application/ Interview
4	Substantial experience working in a similar role with an organisation of a comparable size within the last two years.	Application/ Interview
5	Proven track record of providing strategic procurement advice and support to stakeholders at all levels across an organisation.	Application/ Interview
6	Demonstrable understanding of the commercial environment including the identification of commercial risk and providing high level commercial advice to stakeholders at all levels.	Application/ Interview
7	Strong verbal and written communication skills with the ability to influence at a senior level.	Application/ Interview
8	Excellent IT skills including advanced Excel and experience of using databases and analytics tools.	Application/ Interview

9	Ability to manage and prioritise multiple activities.	Application/ Interview
10	Proven track record of commitment to work as part of a team.	Application/ Interview

Desirable requirements

Desirable		Evaluation Stage
1.	MCIPS – Level 6 or working towards.	Application
2	Operational knowledge of e-procurement and contract management systems.	Application/ Interview
3	A basic understanding of financial accounting principles.	Application/ Interview

Values and behaviours

Our values and behaviours framework underpins our daily working lives at Versus Arthritis. Its primarily for employees, volunteers and Trustees and describes the expectations we have of each other, and our individual and collective commitment to the organisation.

Our values and behaviours directly support our brand identity and our customer experience principles. Even though the language may not be exactly the same, the principles and ideas are all consistent with our purpose and identity as Versus Arthritis.

- We value our contribution to a truly **inclusive** and **flexible** organisation, that prioritises people's **health and wellbeing**.
- We value **learning** to increase our impact for people affected by arthritis.
- We value being **accountable** for our actions and have **high expectations** of each other.
- We value **persevering** with challenges when we know **it's the right thing to do**.