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Post: Regional Commercial Procurement Manager

Location: Home-based/remote working/hybrid working

Function/department: Commercial Procurement Department

Grade: HOM 6 (£40,920 - £52,140 per annum)

Responsible to: National Commercial Procurement Manager

Date created: 17th May 2022

Contract type: Permanent

Hours/days/weeks: 36.5 Mon to Friday all year

Interviews: To take place week commencing 25 July 2022

Core purpose and scope:

We are looking for an experienced, independent, and self-motivated person with a 'customer-first' mind-set who will work with the national commercial procurement manager (NCPM) to deliver an end-to-end business partnering function to support all aspects of Procurement across our large Academy customer-base in partnership with head-office regional specialists in estates, school improvement, finance, and ICT. The successful person will also help deliver the Trust's commercial strategy and have experience of delivering a diverse programme of prioritised regional tenders over a multi-year period. You will be key to the delivery and implementation of processes and systems required to delivering quality procurements, including supplier relationship management, governance, and contract management for a range of central Trust-wide commodities and Academy-specific contracts via both OJEU/FTS and smaller non-OJEU/FTS approved routes to market.

The successful candidate will be assigned several Academies by region to support the development and implementation of procurement policies and to drive continuous improvement.

You will own a portfolio of procurement projects and work with Academy and head office customers to develop commercial procurement strategies and be hands-on in the support and delivery of the full range of activities associated with the tender cycle from design through to contract commencement and management. You will also be responsible for the operation of the related OAT procurement IT systems and monitoring activities to ensure compliance across your portfolio of contracts.

You will be the commercial procurement subject matter expert to your region and a point of contact for suppliers, public sector buying organisations, commercial lawyers, and other stakeholders from multi-professional backgrounds. You will also support the NCPM in providing assurance to the Board on:

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- optimising value for money across the Trust,
- supplier alignment to OAT strategic objectives,
- compliance with associated legal and regulatory frameworks
- improving commercial awareness and
- mitigating related risks.

Finally, you should be easy to work with, values-driven, dependable, and committed to supporting the well-being of colleagues with respect in collaborations and communications.

Main duties and responsibilities:

- Delivery of best practice customer management through the tender and award process ensuring effective handover into contract management.
- To support the development and implementation of procurement policies and system strategies to support tendering, contracts management, spend analytics and supplier performance management.
- To support the design and implementation of new supply chains - including small/medium enterprises (SMEs) - to create greater competition that aligns with Trust business needs and supports the use of local suppliers to address local Academy contexts and societal objectives, as and when appropriate.
- To drive continuous improvement, best value, and quality improvements within Academies in challenging existing practices and actively seek ways to achieve better outcomes, contributing to ensure key performance and financial targets are met with corrective action taken where necessary.
- Working with Academy operations managers and other key trust stakeholders to review and ensure that procurement of goods and services are compliant and provide excellent value for money.
- To report to the NCPM, senior executive team, trustees, or related internal committees, as required, to provide up-to-date status reports on procurement to include, for example: development, value for money, cost savings, performance data and compliance with regulatory procurement and associated legal requirements.
- To ensure all aspects of regulatory compliance are adhered to regarding the respective Procurement Policies and external requirements such as OJEU procedures and implement strategies that safeguard the trust contractual and commercial risk within the designated portfolio of responsibility.
- To develop excellent and effective collaborative relationships with key stakeholders and external providers and other agencies to ensure strategic and operational needs are fully understood and incorporated in procurement activity. This includes effective liaison and participation, where appropriate, in associated procurement networking groups, the cabinet office, framework providers and government data services.

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- Implementation of and use of appropriate frameworks including, but not limited to, government commercial function or other educational accessible frameworks (i.e., CPC, ESBO, YPO, etc.)
- The procurement of appropriate contracts or frameworks, arising from a multi-year prioritised tender programme, to meet the demands of the Trust and its Academies
- Develop and contribute to creative and innovative procurement processes i.e., eProcurement (including tendering, electronic payment systems etc) and the restructuring of services to reflect local or market attributes etc.
- Establishing and managing future demand relating to tender programme activities including the management and reporting of any associated risks.
- Embed commercial awareness and promote the importance of procurement across the organisation and best practice through continuous improvement, training, and the delivery of a professional service to Trust and Academy customers.
- Act as the principal conduit for formal communications with external companies during Procurement activity relating to your portfolio of tenders.
- Manage relationships with existing and potential internal and external stakeholders reflecting best practice principles and demonstrating and fostering professionalism, integrity and respect.
- To work within the relevant principles, behaviours, legislation, policies, and procedures.

Data Protection

- Working with the Trusts data protection officer (DPO) to establish appropriate data protection, processing and recording measures in partnership with internal customers for specific commodity markets. Making recommendations, as required, to ensure GDPR compliance.
- Working with the DPO, as and when required, to ensure that the Trust eco systems (which track, store and record types of data) are compliant and kept up to date.
- Ensuring GDPR principles are embedded in normal working practices.

Contacts/stakeholders:

You will have a broad range of internal and external stakeholders including suppliers, public sector buying organisations, commercial lawyers, Academy support staff, head-office support staff, procurement networking groups, the cabinet office, the department of education, framework providers, government data services and other stakeholders from multi-professional backgrounds.

Judgement, decision-making authority:

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- You will need to be able to draw on your skills and experience to act autonomously using discretion and professional judgement to and make independent decisions in keeping with the responsibilities of the role within the commercial procurement team and escalating decision making when necessary.
- You will provide professional guidance and advice to colleagues and customers across the Trust and Academy customer base. In the context of an established framework of public sector procurement policies and procedures.
- You will expedite work instructions from the NCPM and/or the National director of estates and technology (including deputising for the NCPM and representing the commercial procurement department, as and when necessary).
- You will influence broader corporate procurement strategy and implement a new tender programme across a range of goods and services commodities to improve efficiency, quality, value-for-money, and the release of front-line resource.

Initiative, independence judgement & complexity:

Typical tasks of the role include, but are not limited to:

- Leading concurrent and complex tendering activity as part of a multi-year prioritised tender program.
- The ability to plan well - mitigating threats and maximising opportunities.
- Input and deliver on the Trust procurement training of peers and Academy customers in all aspects.
- The ability to challenge the status quo, based on experience.
- The ability to diplomatically identify and translate historical shortcomings and sensitivities into procurement design.
- The ability to bring and apply procurement principles and commercial/business acumen to new contexts requiring procurement solutions.
- Working with legal teams to identify and mitigate procurement-related risks on behalf of Trust and Academy customers.
- Commercial and strategic contract management (not operational).
- Being able to confidently present tender outcomes and seek approval from executive and trustee groups/committees, as applicable.
- Head Office peer support, particularly across estates, finance and ICT to deliver improvements and enable corporate strategy.
- Acting as a trusted advisor relating to all aspects of procurement to Trust and Academy colleagues and customers.
- Participating in informal meetings, staff days, team briefings, Academy introductions etc to help understand corporate values and objectives and/or local contexts whilst building good working relationships.
- Contributing to procurement Multi-Academy Trust (MAT) and/or government networking groups/initiatives to share knowledge and make a positive contribution to the development of procurement across the education sector and beyond.

Person specification

Experience & qualifications:

- Educated to at least degree level in a relevant discipline or with significant demonstrable practical procurement-specific experience at the senior category/procurement manager relevant to the job description
- Experienced in working with and influencing senior management.
- Experience of sourcing and the contract management of corporate categories such as estates, IT, HR, or finance.
- Commercial and legal experience with a demonstrable aptitude for identifying the commercial and legal issues, with a track-record of employing strong commercial and legal skills to maximise commercial opportunities and minimise risks.
- Experience of drafting legally enforceable clauses for tender documents to a high standard and which require little amendment by professional legal advisors.
- Project management qualification or accreditation (e.g., PRINCE2 or MSP)

Knowledge & understanding:

- Advanced knowledge of UK/EU public procurement regulations, with an excellent understanding of how public sector organisations work.
- An excellent understanding, demonstrated through experience, of the interpretation, practical application, and delivery of public procurement policy in political environments.
- A track record of having 'trusted advisor' status as part of a specific procurement function.
- A track-record of excellent and simultaneous customer service with multiple customer stakeholders.
- Project management experience, including experience of managing simultaneous workstreams and leading multi-functional teams.
- Excellent written English and verbal communication skills, including the ability to influence at all levels of the business.
- Excellent all-round IT skills, including the use of Microsoft Office and electronic tendering systems.
- A good level of commercial and legal experience with a demonstrable aptitude for identifying the commercial and legal angle, with a track-record of employing strong commercial and legal skills to maximise commercial opportunities and mitigate legal risks.
- A strong track-record of being able to understand, interpret and formulate procurement solutions to commodity contexts in real time using well-established procurement principles.

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- A track record of applying robust business acumen to differing commodity markets as part of helping customers to develop effective tender strategies.
- Ability to take on responsibility and be accountable for tasks and objectives assigned.
- Proven organisational skills, working in a calm, logical way to deliver tasks efficiently.

Key personal attributes:

- You have a naturally enquiring mind that can absorb, understand, and make a positive contribution to commodity specific procurement/tender strategies with internal customers.
- Excellent attention to detail and driven to deliver work of high quality and accuracy.
- Highly developed analytical skills with an ability to think outside the box to develop creative solutions.
- You can build effective working relationships across many professions and at all levels.
- You frequently go ‘the extra mile’ in your approach and attitude to your stakeholder needs.
- You operate collaboratively and respect diversity and inclusion for all stakeholders.
- You are a confident and clear communicator.
- You can motivate yourself to work independently and fit well within a team.
- You are enthusiastic, can inspire others and enjoy working hard to make a difference.
- You are committed to environmental and social sustainability issues.
- You are self-motivated and are experienced in working remotely and interacting with multiple stakeholders through virtual technology.
- You are easy to work with, values-driven, dependable, and committed to supporting the well-being of your stakeholders.
- You have perspective and can think laterally, linking your role to larger corporate and societal goals.

Additional requirements:

- The role will be home-based with occasional travel to OAT sites and associated professional events such as conferences and CPD opportunities
- DBS clearance

Criterion	Essential – (E) Desirable – (D)	Assessed through Application (A) Interview (I)
Experience & Qualifications		
<ul style="list-style-type: none"> ▪ Professional membership of the Chartered Institute of Purchasing and Supply (CIPS) 	D	A
<ul style="list-style-type: none"> ▪ Educated to at least degree level in a relevant discipline and/or significant demonstrable practical procurement-specific experience at the senior category/procurement manager relevant to the job description 	E	A
<ul style="list-style-type: none"> ▪ Experienced in working with and influencing senior management. 	E	A

Criterion	Essential – (E) Desirable – (D)	Assessed through Application (A) Interview (I)
<ul style="list-style-type: none"> Experience of sourcing and the contract management of corporate categories such as estates, IT, HR, or finance. 	E	A
<ul style="list-style-type: none"> Commercial and legal experience with a demonstrable aptitude for identifying the commercial and legal issues, with a track-record of employing strong commercial and legal skills to maximise commercial opportunities and minimise risks. 	E	A
<ul style="list-style-type: none"> Experience of drafting legally enforceable clauses for tender documents to a high standard and which require little amendment by professional legal advisors. 	E	A
<ul style="list-style-type: none"> Project management qualification or accreditation (e.g. PRINCE2 or MSP). 	D	A
Knowledge and understanding		
<ul style="list-style-type: none"> Advanced knowledge of UK/EU public procurement regulations, with an excellent understanding of how public sector organisations work. 	E	I
<ul style="list-style-type: none"> An excellent understanding, demonstrated through experience, of the interpretation, practical application, and delivery of public procurement policy in political environments. 	D	A
<ul style="list-style-type: none"> A track record of having ‘trusted advisor’ status as part of a specific procurement function. 	E	A
<ul style="list-style-type: none"> A track-record of excellent and simultaneous customer service with multiple customer stakeholders. 	E	A
<ul style="list-style-type: none"> Project management experience, including experience of managing simultaneous workstreams and leading multi-functional teams. 	E	A
<ul style="list-style-type: none"> Excellent written English and verbal communication skills, including the ability to influence at all levels of the business. 	E	I
<ul style="list-style-type: none"> Excellent all-round IT skills, including the use of Microsoft Office and electronic tendering systems. 	E	A
<ul style="list-style-type: none"> A good level of commercial and legal experience with a demonstrable aptitude for identifying the commercial and legal angle, with a track-record of employing strong commercial and legal skills to maximise commercial opportunities and mitigate legal risks. 	E	I
<ul style="list-style-type: none"> A strong track-record of being able to understand, interpret and formulate procurement solutions to commodity contexts in real time using well-established procurement principles. 	E	I

Criterion	Essential – (E) Desirable – (D)	Assessed through Application (A) Interview (I)
<ul style="list-style-type: none"> ▪ A track record of applying robust business acumen to differing commodity markets as part of helping customers to develop effective tender strategies. 	E	A
<ul style="list-style-type: none"> ▪ Ability to take on responsibility and be accountable for tasks and objectives assigned. 	E	A
<ul style="list-style-type: none"> ▪ Proven organisational skills, working in a calm, logical way to deliver tasks efficiently. 	E	I
Key Personal Attributes		
<ul style="list-style-type: none"> ▪ You have a naturally enquiring mind that can absorb, understand, and make a positive contribution to commodity specific procurement/tender strategies with internal customers. 	E	I
<ul style="list-style-type: none"> ▪ Excellent attention to detail and driven to deliver work of high quality and accuracy. 	E	I
<ul style="list-style-type: none"> ▪ Highly developed analytical skills with an ability to think outside the box to develop creative solutions. 	E	A
<ul style="list-style-type: none"> ▪ You can build effective working relationships across many professions and at all levels. 	E	A
<ul style="list-style-type: none"> ▪ You frequently go ‘the extra mile’ in your approach and attitude to your stakeholder needs. 	E	A
<ul style="list-style-type: none"> ▪ You operate collaboratively and respect diversity and inclusion for all stakeholders. 	E	A
<ul style="list-style-type: none"> ▪ You are a confident and clear communicator. 	E	I
<ul style="list-style-type: none"> ▪ You can motivate yourself to work independently and fit well within a team. 	E	A
<ul style="list-style-type: none"> ▪ You are enthusiastic, can inspire others and enjoy working hard to make a difference. 	E	I
<ul style="list-style-type: none"> ▪ You are committed to environmental and social sustainability issues. 	D	A
<ul style="list-style-type: none"> ▪ You are self-motivated and are experienced in working remotely and interacting with multiple stakeholders through virtual technology. 	E	I
<ul style="list-style-type: none"> ▪ You are easy to work with, values-driven, dependable, and committed to supporting the well-being of your stakeholders. 	E	A
<ul style="list-style-type: none"> ▪ You have perspective and can think laterally, linking your role to larger corporate and societal goals. 	E	I