

Role Profile



Procurement Manager

Job Family: Professional Services

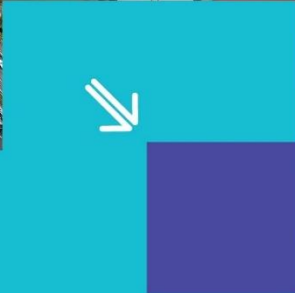
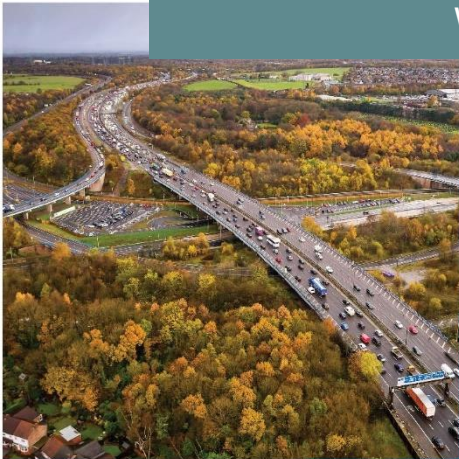
Salary: £48,450 - £56,525 per annum

Grade: 5 Upper

Contract: Full time, permanent

Reports to: Finance Director

Location: Flexible across the North of England, but with a requirement to regularly work from our office in Manchester.



Role Purpose:

Lead the Procurement function, acting as a trusted advisor, providing recommendations and challenges to senior management to guide decision-making on matters that affect the strategic direction of TfN.

You will be expected to contribute to the development of strategic objectives and long-term plans.

Key Accountabilities

Key Role Outputs (KROs)

What must be achieved for the post-holder to be successful in the role

Key Actions

How the KROs will be achieved – the activities required

	Key Role Outputs (KROs) <i>What must be achieved for the post-holder to be successful in the role</i>	Key Actions <i>How the KROs will be achieved – the activities required</i>
1.	Strategy and Planning	<ul style="list-style-type: none"> Lead a significant function at TfN, developing and implementing strategy/operational plans for the function in line with identified TfN needs.
2.	Business Support	<ul style="list-style-type: none"> Provide expertise and guidance to senior internal/external stakeholders to support the achievement of their strategic/operational goals.
3.	Advice and Information	<ul style="list-style-type: none"> Act as recognised expert providing representation externally at events or with stakeholders/partners to build and maintain TfN's reputation.
4.	Policy, Process and Systems	<ul style="list-style-type: none"> Lead the development and implementation of policies, processes and systems in order to ensure they are in line with strategic business objectives.
5.	Stakeholder Management	<ul style="list-style-type: none"> Oversee the development of stakeholder communication strategies and develop/manage ongoing relationships with critical stakeholder groups in order to identify and deliver objectives that benefit all parties.
6.	Project Management	<ul style="list-style-type: none"> Act as programme/project sponsor and provide oversight to a portfolio of programmes/projects across the function, identifying interdependencies and opportunities.
7.	Data Management, Analysis and Reporting	<ul style="list-style-type: none"> Report to senior management on functional performance, results and activities to support business evaluation and planning.

8.	Financial Management	<ul style="list-style-type: none"> Develop and agree budgets for an area, manage and monitor outcomes to ensure that resources are appropriately deployed and ensure that financial targets are met.
9.	Risk Management and Compliance	<ul style="list-style-type: none"> Oversee the development and implementation of risk management policies to ensure that the function is not exposed to undue business risks, and it operates in compliance with all relevant rules, regulations and legislation.
10.	Supplier Management	<ul style="list-style-type: none"> Act as an escalation point for issues with contractors/suppliers and represent TfN in negotiations for strategic contracts to ensure TfN obtains the maximum commercial benefit.
11.	Collaboration	<ul style="list-style-type: none"> Lead initiatives to improve cross functional working and collaboration with other functional areas, to maximise TfN's performance opportunities.

Key Deliverables

1.	Manage the provision of all required procurement services to TfN	<ul style="list-style-type: none"> Provide support, direction and guidance to all TfN employees to deliver all procurement activity. Develop TfN's approach to spend analysis in conjunction with TfN's Finance Team to support effective control of finances and assigned budgets. Develop and manage TfN's procurement processes, technology and supplier management to support delivery of an effective procurement service. Develop and implement effective performance measurement processes to support delivery of an effective procurement service.
2.	Strategic procurement activity throughout TfN	<ul style="list-style-type: none"> Establish, lead and maintain a procurement strategy that supports the needs of individual work-streams, and the wider needs of TfN. Lead all TfN's strategic procurement activity to ensure VfM and efficient procurement at all times. Develop TfN's overall commercial and contractual capabilities to support VfM and efficient procurement.

3.	Services delivered compliant with TfN's Constitution and Procurement Procedures	<ul style="list-style-type: none"> • Ensure that all goods, services and commercial arrangements are procured in line with established TfN procedures. • Manage the development of TfN's procurement processes and procedures ensuring these meet the needs of partners and stakeholders. • Provide advisory services to TfN staff and partners on the application of TfN's procurement processes including sign-off of any procurement related reports submitted to TfN's Commissioning Board.
4.	Strategic supplier relationships established	<ul style="list-style-type: none"> • Act as TfN's procurement representative for strategic supplier interfaces. • Engage proactively with the supply chain to provide TfN access to a wide supplier base for critical resources. • Manage and build relationships with partners, Combined and Local Authorities to support collaboration and joint procurement activity where appropriate. • Continually scan the market-place for new commercial opportunities to reduce operating costs and/or create financial efficiencies for TfN.
Compulsory Outputs (COs) <i>What must be achieved for the post-holder to be successful in the role</i>		Key Actions <i>How the COs will be achieved – the activities required</i>
1.	Ensure you comply with all applicable organisational legislation and policy:	<ul style="list-style-type: none"> • TfN's Safety Management System. • TfN's Dignity at Work policy. • TfN's Diversity Policy and Charter • GDPR and Freedom of Information. • Risk management. • TfN policies and procedures. • TfN Vision, Values and behaviours. • DfT policies and procedures where applicable.
2.	Any other reasonable duties as required from time to time	<p>The post holder is expected to:</p> <ul style="list-style-type: none"> • Conduct themselves in a professional manner and with due courtesy at all times. • Be flexible within the workplace and adapt to meet the requirements of an evolving organisation.

Key Interdependencies:

Key Contacts	<ul style="list-style-type: none"> • Department for Transport • National Agencies including HS2 Ltd, Network Rail, National Highways and Office of Road and Rail • TfN Executive Board & Partnership Board • Senior Executives & Members of the various Combined Authorities, PTE's and Local Authorities across the North of England • TfN Workstream leads • TfN Directors and senior managers
Direct Reports	N/A
Budgetary Responsibility	<p>Responsibly for overseeing all procurement (capital and revenue funded) undertaken by TfN.</p> <p>The annual corporate revenue budget is circa £9m per annum. You will also support procurement associated with the delivery of modelling, analysis & appraisal services to the DfT of circa £4m in associated support contracts.</p>

Person Specification

Qualifications, knowledge, skills and experience required at selection stage:

EQ1	Degree in a relevant subject or equivalent experience.
EQ2	Professional qualification, chartered status or equivalent experience.
EQ3	Membership of a relevant professional body.

ES Skills and Experience

ES1	Proven experience of leading a procurement service provision within a similar working environment.
ES2	Experience of working with directors and senior managers to shape both the procurement and commercial strategy of the organisation.
ES3	Deep knowledge of area of specialism combined with broad knowledge of the industry and the relevant external environment (legislative, regulatory, best practice standards, etc.)
ES4	Strong influencing and stakeholder management skills; able to wield influence over other senior leaders across TfN and partner organisations.
ES5	Experience of managing internal relationships at the most senior level.
ES6	Experience of leading delivery within a complex organisation with multiple competing demands.
ES7	Ability to maintain a strong connection between the professional service area and the business environment.
ES8	People management experience with experience of leading a multi-disciplined workforce.
ES9	Strong commercial acumen.
ES10	Leads a service area with direct links to other areas of TfN

EC Essential Behaviour Competencies

EC1	Cultivates Innovation - <i>Creates new and better ways for the organisation to be successful.</i>
EC2	Ensure Accountability - <i>Holds self and others accountable to achieve results, even under challenging circumstances.</i>
EC3	Collaborates - <i>Building partnerships and working collaboratively with others to meet shared objectives.</i>
EC4	Instils Trust - <i>Gaining the confidence and trust of others through honesty, integrity and authenticity.</i>
EC5	Financial Acumen - <i>Interpreting and applying understanding of key financial indicators to make better business decisions.</i>
EC6	Manages Complexity - <i>Making sense of complex, high quantity, and sometimes contradictory information to effectively solve problems.</i>
EC7	Action Orientated - <i>Taking on new opportunities and tough challenges with a sense of urgency, high energy, and enthusiasm.</i>
EC8	Values Differences - <i>Recognising the value that different perspectives and cultures bring to an organisation.</i>
EC9	Communicates Effectively - <i>Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences.</i>
EC10	Self-development - <i>Actively seeking new ways to grow and be challenged using both formal and informal development channels.</i>