

<b>Job Title:</b>	Head of Procurement
<b>Location:</b>	Trust Shared Services Offices – Colonel Frank Seely Site
<b>Salary:</b>	The Redhill Academy Trust Pay Scale, Band 14, Scale Points 66-70
<b>Hours of Work:</b>	37 hours per week, 8.00am – 4.00pm (3.30pm on Friday)
<b>Responsible to:</b>	Finance Director
<b>Post Objective:</b>	<p>As a member of the management team, this post holder is responsible for:</p> <ul style="list-style-type: none"><li>• Managing, negotiating, and monitoring a range of contracts across the Trust to deliver best value.</li><li>• Managing contracted out provision, ensuring that contracts are delivered and well managed.</li><li>• Managing the supplier relationship across a range of activities.</li><li>• Ensuring that all procurement management systems are updated, contractual documentation is well managed, and the procurement strategy is developed and delivered.</li></ul>

**Main Duties and Responsibilities:**

- To develop and lead the Trust’s programme of procurement and the management of a range of contracts.
- To implement a strategic approach to supplier management while ensuring supplier management procedures are developed and well managed across the Trust, creating value through the supply chain.
- To work with schools across the Trust to deliver their procurement priorities.
- To centralise common expenditure to deliver value and efficiencies.
- Line manage and be responsible for all work of the Procurement Officers including organising training and development opportunities and carrying out performance management reviews.
- To manage the relationship with key suppliers to deliver and protect commercial value.
- To manage a range of outsourced contractors.
- To manage budgets for Trust wide contracts, with the Finance team and Headteachers to ensure any variations are agreed, sustainably affordable, recorded and delivered.
- To ensure best value is achieved on utilities and services.

- To manage relationships with 3rd party Utilities Management companies, ensuring utilities are purchased and used efficiently and effectively to drive value for money.
- To contract manage top spend suppliers to ensure best value is achieved and quality is delivered.
- To ensure that a range of services are managed and delivered in line with agreed contractual KPIs and industry best practice.
- To lead the contract review meetings with relevant suppliers, ensuring actions are fed in and followed up.
- To review, develop, negotiate, and procure future services in consultation with the Finance Director, key stakeholders and 3rd party procurement and partners, using the latest methods, technology, and industry trends to offer the Trust improved service delivery.
- To negotiate and manage Trust wide contracts, ensuring reviews are timely, contract terms are appropriate and contractual terms are adhered to.
- To analyse financial and non-financial data to support the development of procurement strategies, enabling the delivery of cost savings and quality improvements.
- To be the focal point for external procurement partners to ensure that procurement systems and files are up to date and accessible, contract details are held centrally and there is a continuous pipeline of proactive procurement activity
- To develop and deploy systems to monitor contract performance, setting and reporting on KPIs.
- To develop template procurement and contractual documentation across the Trust.
- To train and develop colleagues to make sound procurement decisions which are in line with public sector procurement regulations.
- To provide support and guidance to internal stakeholders on all commercial and contractual matters relating to contracts.
- To collate and report on contract performance data.
- To work with colleagues in the Finance team to provide management information.
- To manage timetables for contract management with suppliers, ensuring that contract files are maintained in good and proper order.
- To personally manage large scale procurement activities, including reviews and recommendations on in-sourcing vs outsourcing and delivering on the agreed strategy.
- To gather market intelligence through the qualitative and quantitative appraisal of suppliers in and out of sector both regionally and nationally.
- To maintain awareness of relevant developments in national and local policy, and best practice.
- To manage all commercial aspects of contracts for suppliers, including managing and resolving disputes and processing change requests, working with 3rd party legal experts where required.
- To assess performance across the supplier relationship to optimise cost and service delivery, using benchmarking to ensure cost/value targets are realistic, achievable, making a case for change where appropriate.
- To implement a strategic supplier management approach which underpins the Trust's strategic vision and facilitates achievement of its objectives

- To lead the development of strategic planning and operational provision of procurement across the Trust.

### **General**

- To ensure that the responsibilities of the role are carried out in a way that reflects the vision and values of the Trust.
- To be aware of and observe all policies, procedures, working practices and regulations, and in particular to comply with policies relating to Child Protection, Equal Opportunities, Health and Safety, Confidentiality, Data Protection and Financial Regulations, reporting any concerns to an appropriate person.
- To uphold our commitment to safeguarding and to promote the wellbeing of children.
- To contribute to a culture of continuous improvement.
- To comply with all reasonable management requests.

Undertake any other duties which might be reasonably regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.

***This role involves working in regulated activity with children and an Enhanced DBS Clearance is required for this position.***