

Job description

Job title:	Procurement Manager
Team:	Finance Team
Location:	Hybrid working (two days in the office) – Between office location and home
Hours of work:	37.5 hours
Contract:	Permanent, full time
Benefits include:	33 days annual leave (plus eight bank holidays) 8% employer pension contribution (Aviva) or access to continue NHS Pension Enhanced maternity, paternity, adoption and shared parental pay Free health cashback plan Free employee assistance programme Learning and development commitment to staff Health and wellbeing commitment to staff
Reporting to:	Head of Financial Planning and Analysis
Direct report/s:	None

Background

Today, dementia is the leading cause of death in the UK. By 2025, more than one million people in the UK will be living with this often devastating condition. Millions of us will know someone living with dementia. Many will be directly affected it – as the incredibly difficult role of carer often falls to friends and family members.

Dementia UK is a values driven charity, providing specialist dementia support and advice for families through our Admiral Nurse service. Our nurses help people living with dementia stay independent for longer and support the people caring for them so that they will have the strength to cope with the bad days, and the energy to enjoy the good days.

We value our people so it's important for us to create a working environment that looks after our workforce, enabling everyone to achieve their full potential. You will become part of a diverse and dedicated team, working in an environment where you can collaborate, be respected, and thrive.

Purpose of job

As a Procurement Manager, you will be responsible for overseeing the acquisition of goods and services necessary for the Charity's operations. This role involves developing and implementing procurement strategies, managing supplier relationships, ensuring compliance with legal and ethical standards.

You will also be responsible for identifying potential suppliers, conducting due diligence with potential vendors, and negotiating favourable supplier agreements.

The successful postholder will be the main contact at the Charity for all Procurement related matters and will be working closely various colleagues across the Charity to provide advice and support with their procurement needs.

This is a fantastic opportunity to make a real contribution to the future success of Dementia UK as we are amid our five-year strategy period and will equip the right candidate with a broad range of experience and knowledge as they progress and we are looking for someone with aspiration to shape, lead and drive organisational change through procurement

This role will be key to ensuring that value for money is achieved in all purchasing activities by comparing performance with other organisations and testing competitiveness. The post holder will champion effective procurement practices across Dementia UK including, compliance with all relevant procurement requirements and legislations.

The Procurement Manager will also work closely with the Legal and Contracts Manager and other colleagues in the Governance, Compliance and Risk team. They will be required to attend relevant meetings and provide information as required to our committees and Board of Trustees.

The successful individual will have strong commercial skills with a proven track record of managing various end to end procurement processes, including tenders.

Due to being a new role, we are looking for a professional with a proactive approach, that can help embed the procurement function in the organisation. For success, the individual needs to be highly motivated, results focused, problem-solving, and with excellent negotiation and interpersonal skills.

Key accountabilities and responsibilities

Procurement strategy

- Develop and embed the procurement strategy in line with Charity's corporate strategy for 2025-2030 and objectives.
- Work with the Head of Financial Planning and Analysis to spearhead a new procurement function within the charity

- Shape, lead and drive organisational change through procurement
- Champion and promote adaptation of ethical, sustainable, innovative, value adding technologies to lead on process improvement across the organisation
- Lead on providing guidance on ensuring optimum values are obtained with the resources to add value to the organisation
- Assess and mitigate risks associated with procurement of services and products in line with organisation's risk appetite and policy and implement contingency plans / strategies to overcome the risks
- Analyse market conditions to seek out opportunities for process improvement and drive change
- Align procurement goals and to provide strategic guidance and advice to senior management colleagues
- Conduct market research and analysis to identify best practices and cost-saving opportunities

Procurement Management

- Lead on negotiating contract pricing to secure advantageous contract terms and pricing
- Lead on end-to-end procurement process, including sourcing, evaluating and negotiating contracts and ongoing contract management
- Conduct market engagements, and tender execution, using collaborative and innovative procurement and contract strategies
- Drive value for money whilst maintaining quality standards and transparency in all procurement activities
- Promote fair competition among suppliers
- Responsible for assessing the suitability and viability of suppliers to minimise financial and reputational risk to the charity
- Manage and oversee the end-to-end procurement process, from identifying the business need and developing a specification to leading or supporting on tendering process, requisition to contract management
- Maintain accurate records of procurement transactions
- Conduct evaluation of existing procurement arrangements and provide recommendations based on findings
- Work closely with the Legal and Contract Manager in managing contracts
- Perform regular supplier account checks and audit to ensure compliance with procurement processes

Stakeholder Engagement

- Establish and maintain strong stakeholder internal and external relationships
- Facilitate knowledge sharing and consistency of implementing procurement

practices across the organisation

- Run appropriate training sessions on procurement topics, to improve awareness and understanding amongst the wider business and to strive for best practise procurement culture
- Work collaboratively and give guidance on procurement to identify requirements, define procurement needs and priorities, enabling decision making with regards to purchasing and spending practices
- Collaborate with stakeholders to understand their needs and align procurement activities accordingly
- Work with the Financial Accounts team to ensure alignment and compliance with the purchase order system
- Liaise and working collaboratively with the Governance, Compliance and Risk team, as part of the procurement process, where required
- Provide support to relevant colleagues to comprehensively implement the principles and practices of effective procurement governance

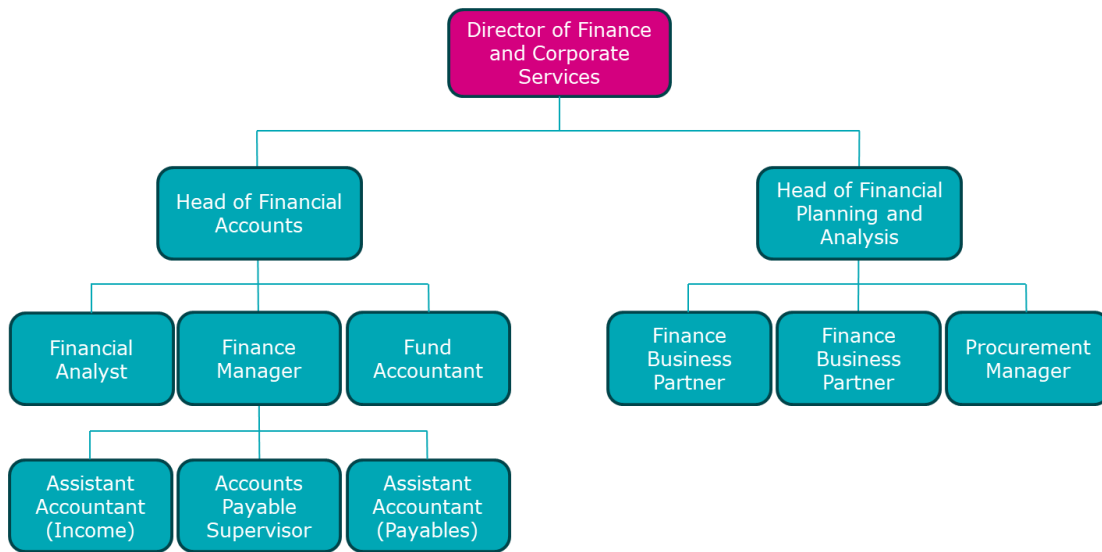
Supplier Relationship

- Lead on enhancing supplier relationships at strategic level to drive innovation and enhancing service delivery
- Conduct supplier performance analysis to ensure performance and service delivery are up to standard expected
- Build relationship to ensure efficient and timely delivery of goods and services
- Monitor supplier performance and implement corrective actions as necessary
- Generate reports and analysis on procurement activities, cost savings, and supplier performance, whilst identifying opportunities to save costs
- Perform regular benchmarking exercises on suppliers to ensure supplier competitiveness

Policies and processes

- Prepare and review procurement policies to ensure compliance with regulatory requirements.
- Conduct a procurement gap analysis to strengthen internal controls and best practices
- Develop supplier due diligence framework, Procurement evaluation tools, develop procurement process charts

Team Structure



General

- a) Actively promote the core values of Dementia UK whilst working towards achieving the strategic objectives of the charity.
- b) Have a strong working knowledge of Dementia UK's vision, mission and impact.
- c) To undertake all duties in line with the Dementia UK's policies, procedures and regulations ensuring that the work undertaken actively promotes equality, diversity, and non-discrimination.
- d) Undertake any other duties related to the job purpose and which may necessary, as required. This includes cover requirements for other colleagues in the team.

This job description is not exhaustive and is subject to change in accordance with business need.

Essential Qualifications, knowledge, skills, and experience			
Criteria	Application	Test	Interview
Demonstrable experience in Procurement at manager level and with a Procurement qualification such as: <ul style="list-style-type: none"> • MCIPS Chartered, • Level 6 Professional Diploma in Procurement and Supply • Level 5 Advanced Diploma in Procurement and Supply 	x		x
Strong understanding of relevant charity requirements and regulations, including Financial requirements	x		x
Strong knowledge and understanding of Procurement strategies	x		x
Be an excellent communicator (both verbal and written)	x		x
Experience of negotiating terms with Suppliers and Category Management Skills	x		x
Ability to engage and influence different audiences in a collaborative way	x		x
Proactive and able to work on own initiative, with excellent time management and prioritisation skills	x		x
Ensure that constructive, positive, and supportive relationships are maintained with relevant stakeholders	x		x
Competence on a range of IT packages	x		x
Strong Financial and Numerical skills	x		x

Excellent Analytical skills with attention to detail	x		x
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Desirable Qualifications, knowledge, skills, and experience		
Criteria	Application	Interview
Experience of working in the charity sector, or having some understanding on how the charity sector works	x	
Technological skills	x	
Project Management skills	x	
Experience of managing a Team	x	

Personal attributes		
Criteria	Application	Interview
Collaborative working	x	
Attention to detail	x	
Ability to multitask and communicate effectively		x
Interpersonal Skills		
Critical thinking	x	x
Aims for high quality work standards and attention to detail	x	x

Our values

Collaboration
Compassion
Ambition
Integrity