

Procurement and Contracts Manager

Role: Procurement and Contracts Manager

Band: E

Team: Procurement

Reports to: Head of Procurement

Band Descriptor: Senior experts or leaders, roles with experience to lead resources, lead the formulation and implementation of project and policy and in some areas, people. With or without budgetary responsibility and line management responsibility

Contribution to Corporate Business Plan: Leading and Contributing

Role Purpose:

To be responsible for the effective management, delivery and commercial assurance of all contracts and procurement activity that support the delivery of AHDB's new subsidiary Company

Key Responsibilities (please note this is not a list of each and every activity associated with these responsibilities):

- Lead the procurement, negotiation and contract management for designated contracts whilst ensuring compliance with AHDB procurement policy and Public Contracts Regulations (2015)
- Develop commercial strategy, identifying future requirements, procurement needs and contract management needs.
- Responsible for compliant management of contracts and suppliers, managing risk across the supply chain and realising the benefits outlined within the contracts and full business case
- Identify opportunities and suggest alternative solutions to improve procurement processes and documents, by inputting and contributing ideas and content design to deliver better value for money and to improve processes
- Ensure activities and duties are performed and compliant in accordance with regulatory and legislative requirements (e.g. Public Contracts Regulations)
- Monitor and manage the supplier performance via a regular review through the balanced scorecard providing appropriate feedback to both the supplier and business areas.
- Identify, review, record, impact assess, and demonstrate effective avoidance or mitigation of risks to close open risks and enhance controls. Escalating as appropriate and been the point of contact for the Supplier as well as the wider business.
- Manage the contract change control process applying any adjustments to business governance and/or operating processes.
- Leading and influencing project team members and stakeholders to support their compliance with procurement policy / legislation / best procurement practice to support the delivery of the contracts.
- Report and escalate performance information to the relevant senior stakeholders.
- Negotiate contractual issues with suppliers to drive value, performance and quality.
- Manage the resolution of underperformance in contracts through effective partnering with the Project Teams.
- Monitor contract performance, identify early warnings and implement remedial actions plans with cross functional teams

Delegated Authority:

- No budgetary responsibility

Person Specification – Knowledge/Skills/Experience:

- MCIPS or IACCM Qualified, working towards or equivalent evidenced experience
- Experience or good understanding of Public Contracts Regulations 2015
- Knowledge and experience of Public Sector procurement, EU regs and cabinet office commercial framework advantageous.
- Experience of managing professional services and IT/Digital Contracts is preferred.
- Effective interpersonal skills and an ability to leverage sound relationship management practices to positively influence mutually beneficial commercial partnerships.
- Excellent standard of professional communication, both written and verbal, and have experience in developing and presenting corporate messages at all levels.
- Literate and numerate with an ability to understand budgetary and financial planning material and represent the Bank in delivering cost saving discussions.
- Effective time management skills in a deadline driven, highly independent environment
- Proactive approach to problem solving and finding solutions
- Ability to negotiate to achieve best outcomes.
- Team player with ability to work collaboratively within a matrix environment.

Version	Date	Author	Description
1.0	August 2019	HR	Original