

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 ensure excellent value for money from and optimal performance of third party contracts and suppliers to Livestock Information Ltd (LI Ltd), recognising their criticality to overall company success. To manage partnership working across the supply chain through driving learning, improvement and innovation resulting in added value across the contracts. This role operates within the public sector and must follow Public Contract Regulations 2015.

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

- A 70% focus on contract management with specific responsibilities to:
 - Continuously develop the commercial strategy in line with company objectives.
 - Undertake contract changes, amendments and future procurement and commercial strategies in line with Public Contract Regulations 2015 and AHDB Procurement policy
 - Ensure that the LI Ltd secures excellent value for money from its suppliers.
 - Establish supplier and stakeholder relationships that represent the outcome orientated philosophy of the LI Ltd. Identify and achieve win-win opportunities.
 - Ensure the smooth operation of multiple suppliers performing in a single eco-system to deliver the organisations desired outcome.
 - Identify collective strengths of the supply chain ensuring quality and value is driven at all times.
 - Safeguard against commercial non-compliance and ensure conflicts of interest are managed in line with risk management practice.
 - Ensure that contractual deliverables are routinely met, and engage with suppliers to share best practice, achieve excellent performance and to drive continuous improvement undertaking lessons learned when required.
 - Implement, facilitate and manage efficient and effective processes that underpin contract and supplier management.
 - Ensure all stakeholders understand and follow contractual obligations, mechanisms and processes, identifying clear roles and responsibilities of contract management, contract administration, contract performance and supplier engagement.
 - Ensure that all suppliers have clear expectations about what they need to deliver. Provide routine, high quality feedback about performance and measures against contractual deliverables.
 - Implement and operate enabling contract management systems that enable both customer and supplier teams to focus on performance and improvement. Ensure that reporting requirements are

met. Work with finance colleagues, budget holders and accountable officers to ensure that contract values and programme budgets are adhered to.

- Influence and provide recommendations to the management team in the LI Ltd to get the most out of its suppliers. This will include providing data and insight, implementing new ways of working to achieve best value for money and quality results.
 - Establish, facilitate and manage contract management processes to enable key activities to be delivered effectively, including phase agreements, contract change notices and performance measurements.
 - Work with responsible staff to support the production of balanced scorecards to identify insight and then operate in a consultative way to bring positive change to all aspects of the delivery eco-system.
 - Identify risks within the supplier eco-system and work in conjunction with appropriate staff to mitigate or resolve where appropriate.
 - Provide early warning mechanisms that flag issues associated with time, cost or quality in a way that allows corrective action to be taken.
 - Help to shape the culture and ways of working of the LI Ltd. Encourage and enable suppliers to do the same.
 - Identify and institutionalise best practice.
- A 30% focus on procurement activities with specific responsibilities to:
 - Build on the procurement strategy to provide an agreed way to procure goods and services in line with LI Ltd's business needs.
 - Develop and implement a procurement plan for LI Ltd that identifies future needs, market intelligence, drivers, budget and compliance ensuring LI Ltd can continue to deliver and develop objectives with continuity of supply of services and anticipate peaks and troughs in resource and procurement activity.
 - Provide public sector procurement best practice approach, in line with Public Contract Regulations 2015, templates and coaching for staff members engaged in procurement activities.
 - Lead procurements in a timely and high-quality manner.
 - Identify pragmatic solutions, utilising the Public Contract Regulations 2015 and public sector networks, frameworks and relationships to overcome challenges that are identified or experienced.
 - Identify and institutionalise best practice.
 - Ensure activities and duties are performed and compliant in accordance with regulatory and legislative requirements (e.g. Public Contracts Regulations).
 - Report and escalate performance information to the relevant senior stakeholders.

In order to carry out these duties, the successful candidate will be fully embedded in the team, understanding challenges and opportunities associated with the company's entire delivery remit, its context, customers and stakeholders.

Delegated Authority:

- No budgetary responsibility

Person Specification – Knowledge/Skills/Experience:

- Experience of driving exceptional performance from suppliers, both in individual contracts and in multi-supplier environments.
- Experience of managing professional services and IT/Digital Contracts.
- Personable, able to operate as part of a dynamic team, able to provide and receive constructive challenge in a way that leads to improvement and action.
- Strong influencing skills
- Excellent standards of professional communication, both written and verbal, and have experience in developing and presenting corporate messages at all levels.
- MCIPS or IACCM Qualified.
- Experience of and a good understanding of Public Contracts Regulations 2015
- Knowledge and experience of Public Sector procurement, EU regulations and cabinet office commercial framework advantageous.
- Thrives when working at pace. Outcome and deadline driven.
- Able to work individually with autonomy whilst being aligned to the wider team both in terms of delivery and ways of working in a matrix management environment.
- A confident decision maker, able to lead whilst also responding to feedback.
- Skilled negotiator.
- Problem solver.

Version	Date	Author	Description
1.0	September 2019	LI Ltd AHDB Commercial	Original