

Job Description

Job title	Senior Procurement Manager
Profession	Finance
Band	D
Directorate	Finance
Accountable to	Head of Strategic Sourcing

Job Purpose:

The focus of the Senior Procurement Manager role is to be a key member of the senior leadership team within Procurement and to be responsible for the approach and methodology for SNG's procurement activity.

The role will be aligned to a number of strategic spend categories and business area(s) alongside line managing the category managers who will also have their own groups of spend categories for which they are responsible. Support others across the team who may have responsibility for key categories of spend to ensure a consistent approach to category management, reporting and data integrity is always adopted.

The role will be supporting multiple complex procurement projects across all areas of spend and ensure that the procurement team and its service offering is aligned to business needs and the Procurement Strategy, becoming an enabler to its business plan, objectives, and deliverables.

The role is required to collaborate with key stakeholders proactively identifying and reporting areas where procurement can add measurable value, and to lead solutions support in the strategic goals and improving organisational effectiveness and efficiency. Support and drive delivery of the procurement vision, transformation programme and strategy. The role will provide both formal line management support to direct reports as well as leadership, coaching and role modelling to other members of the team.

Financial responsibility: No Financial Responsibility

People responsibility: Circa 4/5 direct reports

Autonomy:

Within broad direction set by the Head of Strategic Sourcing, this role will have the autonomy to decide how the team operates, resources are deployed and how work gets done. Leading and role modelling to all members of the team, at all times displaying SNG values.

The role will have ownership for a consistent delivery model associated with the category management approach to delivering procurement services while ensuring that business requirements are met, and best value is delivered through procurement best practice processes.

Key Accountabilities:

- Ownership for a consistent delivery model associated with the category management approach to delivering procurement services.
- Ensure that business requirements are met, and best value is delivered through procurement best practice processes.
- Ensure that sourcing strategies are aligned with stakeholders' business plans and operational requirements, whilst managing risk effectively.
- Work collaboratively and in a business partnering capacity with the business to fully understand their objectives, performance issues, challenges, and opportunities in terms of business deliverables against business plan for the coming period.
- Take ownership for your categories of spend, and accountability for your direct reports' categories, within the procurement tools (for example the Project Tracker), working with the business to identify and track priorities as they change.
- Ensure that all expenditure is identified, routes to market are defined and spend is measured and controlled.
- Lead the supplier engagement and sourcing activities end to end from definition of business requirements, sourcing, tender analysis and negotiation and ongoing supplier performance and life cycle management aligned with our Supplier Relationship Management framework.
- Identify, develop, report, and successfully deliver commercially focused, client-responsive sourcing solutions, utilising a range of techniques including consultant methodology and project management techniques.
- Manage supplier negotiations and ensure value for money terms are obtained in a professional manner that ensure suppliers are dedicated to high service levels and committed to contribute to SNG's strategic delivery.
- Ensure that all SNG's policies are strictly followed throughout the procurement process and that all procurement is carried out compliantly.
- Support the promotion of a business partnering approach allowing the team to transition from a project focus to value added business advisors.
- Contribute and support the strategic transformational workstreams including data integrity & data reporting to maximise the use of data to impact decision making.
- Attend and be actively involved in Senior Procurement team meetings and Procurement Approval Panel (PAP) sessions.
- Act as a champion for Procurement transformation initiatives, Value for Money, and efficiency as well as risk management across all activities.
- Deliver procurement initiatives to the business which contribute to achieving the strategic goals including but not limited to Category Management, Contract Management, Sourcing, Social Value and SRM.
- Observe and comply with policies and procedures for Health and Safety at Work and observe and continually promote equal opportunities and customer care in compliance with organisational aims and objectives.

Leadership

- Manage the procurement team with a focus on articulating a clear vision, providing direction, and fostering a culture of accountability, high performance, and continuous improvement.
- Allocate resources efficiently and effectively within the team, managing workload and priorities.
- Ensure oversight of relevant systems, processes, policies, and resources to ensure that the procurement team provide professional, reliable, and responsive services to the business.
- Implement SNG's corporate plan and objectives within it.
- Promote equality, diversity, and inclusion efforts to ensure an inclusive and supportive work environment in line with SNG's policies and procedures.
- Encourage and support employee wellbeing, engagement, development and mentorship and my performance objectives.
- Take ownership of people related matters and work with the relevant support teams.

General

- Role model SNG's values and leadership behaviours, fostering an environment of trust, transparency, inclusion, and employee wellbeing.
- Proactively promote the Everyone Safe and Well vision and principles, guiding by example to create a positive environment where health, safety and wellbeing are integral values for all colleagues.
- Participate in learning and development opportunities and activities that develop personal effectiveness and assist in improving performance in the role. Ensure all core and mandatory training is completed and kept up to date.
- Undertake any other duties as may reasonably be required in line with the level of responsibility of the post and to meet the changing needs of the organisation.

Knowledge and Skills:

Essential

- Demonstrate a flexible approach and utilise a range of sourcing techniques to identify, develop and deliver solutions.
- Significant IT sourcing and category management experience with knowledge of cloud-based solutions, licensing models and networking solutions, **OR** Significant property services, building compliance (e.g. fire, electrical, gas, etc), FM and/or construction experience, *depending on the business area this role will support*.
- Experience of leading and managing multiple projects.
- Excellent written and communication skills.
- Ability to form effective working relationships with a variety of internal and external stakeholders.
- Leadership skills and a desire to manage, coach and develop a small team.

- Strong negotiation skills.
- Experience of working under and advising on PCR 2015 regulations and knowledge of Procurement Act 2023.
- Extensive experience of managing the commercial performance of procurement contracts.
- Excellent stakeholder management skills with ability to engage and influence others to deliver the best outcomes.
- Experience in contract drafting and varying.
- In depth understanding of the principles of procurement with the ability to transfer and apply this understanding to different projects across multiple categories.
- Attention to detail.

This is an overview of the job and will be periodically reviewed and updated to ensure that the job description fully reflects the responsibilities required of the post holder.

Version	Job code	Author	Date created/modified	Effective date
1.0	1265	N. Leighton	Feb 2023	Feb 2023
2.0	4615	Carol Murphy	Feb 2025	