

## Job Description

<b>Job Title:</b>	Procurement Manager
<b>Directorate:</b>	Resources
<b>Department:</b>	Corporate Services
<b>Location:</b>	Rising Sun Industrial Estate, Blaina, NP13 3JW
<b>Reports To</b>	Head of Corporate Services
<b>Date Agreed:</b>	March 2025

## Job Purpose

- Responsible for procuring a wide array of contracts across all business areas: Assets & Property Services, Resources, People & Culture, and Housing & Communities.
- Deliver an effective procurement service focusing on obtaining value for money, supporting the foundational community, increasing customer satisfaction, and promoting sustainability.
- Support the Head of Corporate Services in developing and delivering the Procurement Strategy and supporting procedures.
- To play a key role in delivering the Corporate Services team Objectives and Key Results.

## Values

Our Values, which support our Vision, Mission, and Aims, are CALON. These values are vital to our work as an organisation and are encouraged as our culture and way of working.

**C – Creativity:** We want people to think differently, challenge processes where they can see improvement, and take risks.

**A – Authentic:** We want people to be themselves and be open, honest and trustworthy, and act with integrity.

**L – Learning:** We want people to understand the importance of learning as an ongoing approach to success in their roles.

**O – Ownership:** We want people to take ownership of work and actions by being accountable to themselves and others, which includes learning from mistakes and trying new things.

**N – “Not on your own”:** We are one team, working collaboratively and together, with care, empathy, and consideration. We cannot do our jobs without each other.

## Core Responsibilities

- Stakeholder engagement and analysis to establish a strategic procurement plan and program that aligns with key business objectives.
- Deliver high-quality services to internal stakeholders, identifying efficiencies and any areas for improvement.
- Detailed knowledge and understanding of the Procurement Strategy and Procurement & Tendering Procedures to support the organisation in procuring all goods, services and works.
- Support the organisation to achieve the targets set within the Procurement Strategy.
- To actively promote the procurement function and to develop and deliver a training programme that ensures colleagues have the appropriate skills, knowledge and competence required for their roles.
- Work with internal stakeholders to identify the best route to market and manage the tender process from end to end.
- Procure in a manner that maximises the social value opportunities.
- Prepare and issue all tender documentation in accordance with procurement legislation.
- Conduct evaluation processes and prepare recommendation reports, ensuring all procurement records are in place to support decisions made throughout the tender process.
- Prepare and issue Contracts and maintain the Contracts Register.
- Regularly review and update the supporting processes and forms that link to the Procurement Strategy.
- Identify procurement routes for any non-compliant expenditure and, where necessary, update the requirement in the procurement programme of works.
- Participate in internal and external meetings with stakeholders.
- Collate, compare and analyse expenditure and medium-term financial plans to identify opportunities for collaboration and aggregation.

- Note: The duties and responsibilities may vary without changing the general character of the duties or level of responsibilities entailed. The post holder is, therefore, expected to undertake such other duties as may be requested, provided the general character of the duties or level of responsibility does not change.

## Other Responsibilities

### Line Management

- Line management responsibility for the Procurement Support Partner, responsible for allocating resources to meet the procurement plan and programme.

### People and Management

- Provide procurement advice to the Leadership Team, Operational Management Team and colleagues across the business in accordance with procurement legislation.
- Support technical leads during the tender process to coordinate all invitation to tender documentation, deal with supplier responses to clarification questions, and coordinate the evaluation process.
- Engage with solicitors and external consultants as necessary.

### Performance

- Report performance against the targets set out in the Procurement Strategy to the Leadership Team and Audit & Risk Committee.

### Financial Management

- Ensure all risks and issues that arise within the team are highlighted to the Head of Service or project sponsors.
- Ensure all procurement complies with Standing Orders, Financial Regulations, Scheme of Delegation, operational budgets and relevant policies and procedures.

### Procurement

- To ensure that all business areas work within the procurement thresholds as set out in Tai Calon's Procurement & Tendering Procedure and identify any potential issues.
- Manage all procurement activity in accordance with the Procurement Strategy, all appropriate legislation and ensure integrity and transparency.

## **Risk, Health, Safety and Environmental**

- Support the Head of Corporate Services in identifying procurement risks, ensuring that controls are managed effectively, and implementing actions to mitigate risk further.
- Prepare and issue Data Processing Agreements and ensure data is held in line with Tai Calon's Retention Schedule.

## **Work Environment**

### **Environment**

- Extensive use of computers throughout the day.
- To be able to respond to a variety of queries from different areas and different levels of the organisation on a regular basis.

### **Working Location**

- The role is based at Solis One, Blaina, with the ability to work in a hybrid way where agreed.

## **Organisational Responsibilities**

- Represent Tai Calon in a professional manner at all times.
- Ensure that all Tai Calon policies and procedures are adhered to.
- Comply with the Organisation's Health and Safety Policies and Procedures.
- Understand and demonstrate the principles of confidentiality.
- Observe and continually promote Tai Calon's Equality, Diversity and Inclusion Policy.
- To promote and continually work to Tai Calon's values.

Essential	Desirable	<b>PERSON SPECIFICATION</b> <b>Job Title:</b> Procurement Manager	How Assessed		
			Application Form	Interview	Practical
<b>1. Qualifications</b>					
✓		Educated to Level 6 of the National Qualification Framework for England, Wales and Northern Ireland	✓		
✓		Level 6 Chartered Institute of Procurement and Supply (CIPS), or studying towards	✓		
✓		Completed or willing to complete the Government Commercial College e-Learning Skilled Practitioner Certification training, deep dive sessions for expert practitioners and Welsh Government eLearning modules.	✓	✓	
<b>2. Knowledge</b>					
✓		Knowledge of the Public Contracts Regulations and Wales Procurement Policy Statement		✓	
	✓	Experience of working within the social housing sector in Wales		✓	
<b>3. Experience</b>					
✓		Experience within a similar role of similar responsibilities	✓	✓	
✓		Experience in using Microsoft Office including Word, Excel & PowerPoint	✓		✓
✓		Previous procurement experience, and involvement in a full tendering process.	✓	✓	
✓		Demonstrable track record of success in value-for-money initiatives	✓	✓	
<b>4. Skills</b>					
✓		Be able to demonstrate excellent written and verbal communication skills	✓	✓	
✓		Excellent people skills, very personable and able to develop good working relationships		✓	
✓		Be able to network confidently and establish relationships with key stakeholders	✓		

Essential	Desirable	<b>PERSON SPECIFICATION</b> <b>Job Title:</b> Procurement Manager	How Assessed		
			Application Form	Interview	Practical
✓		Ability to analyse data and statistical information and use it to inform decision-making	✓		
✓		Able to work independently and function as part of a team	✓		
✓		Well organised with an attention to detail to ensure effective work planning, prioritisation, multi-tasking and the meeting of deadlines.	✓	✓	
✓		Able to work within policy frameworks and adhere to relevant legislation.		✓	
✓		Engage with a variety of stakeholders and deal with them with commitment, integrity and respect.	✓		
	✓	Welsh Language Skills	✓		
<b>5. Attributes</b>					
✓		Tenant and customer-focused	✓	✓	
✓		Demonstrates integrity and support for organisational values	✓	✓	
✓		Committed to ongoing personal development and the development of others	✓		
✓		A self-starter, driven and enthusiastic		✓	
✓		Open to change and demonstrate a positive, solution-focused attitude		✓	
✓		Able to work on own initiative, think laterally, negotiate and develop creative and innovative solutions		✓	
	✓	Flexible and willing to work outside of normal working hours	✓		