



Procurement Manager

Reference EC- 89231

Catalyst House Colchester

Hours 37

Salary £45,000pa

Essex Cares is an expanding and dynamic organisation supporting over 100,000 customers per year across the county. This is an exciting opportunity to support key services in the way they procure and manage supply contracts.

We are looking to recruit an experienced Procurement Manager to head up the Procurement Team.

The successful applicant will be qualified to CIPS level, working towards the qualification or equivalent by experience. A full driver's licence is required.

As a renowned provider of Adult Social Care it is important that all our staff share our value base and work ethos so as well as having excellent commercial acumen and analytical and negotiating skills - you will also need a proven track record of delivering cost savings and securing value for money.

For applicants with a disability as defined by the Disability Discrimination Act, the scope for reasonable adjustments will be explored with them as part of the selection process.

Essex Cares is committed to safeguarding and promoting the welfare of vulnerable adults and expects all staff and volunteers to share this commitment. Appointment is subject to satisfactory vetting checks.

You must obtain a satisfactory Enhanced Criminal Records Disclosure Certificate which will be paid for by the company.

For informal enquiries, please contact Sarah Garner 07584 262913

For Application Pack please call Nora Hills at Recruitment Team 01245 476931

Closing Date 17-2-2012





Job Title: Procurement Manager

Job Grade: Band 5

The Role:

The Procurement Manager will manage the procurement and contract management of goods, services and works across the organisation.

Job Purpose:

To provide a professional procurement function, in accordance with Essex Cares procurement strategy.

Procure goods, services and works, which provide value for money. Value for money can be defined as 'the optimum combination of whole life costs and quality that meets the customer's requirement in a timely manner'.

To contribute to the efficient, effective and economic operation of Essex Cares, maximises the benefits available from budgets and supports Essex Cares' strategic objectives.

Key Accountabilities:

- Responsible for planning, developing and buying goods, services and works in a timely and cost effective way; timely manner while maintaining appropriate quality standards in accordance with the organisations requirements.
- Management, leadership and responsibility for all procurement staff to ensure that resources are used effectively and that agreed targets and objectives are met.
- Work with key stakeholders to identify requirements.
- Responsibility for the management of the procurement process from the identification of the need to the end of the service contract:
 - Support the development of the business case.
 - Support the development of the service specification.
 - Draft the advert
 - Produce the appropriate tender documentation.
 - Produce the appropriate evaluation documentation.
 - Manage the tender process
 - Manage the evaluation process
 - Lead negotiations
 - Produce tender evaluation report
 - Produce contract documentation
 - Monitor performance

- To contribute to specific reviews of procurement strategies, policies and procedures, to ensure that they align with the needs of the organisation, deliver the best possible prices, quality and service and that best procurement practice is maintained.
- Managing the procurement workload of the organisation – working with stakeholders to ensure that requirements are sufficiently planned to enable resources to be made available to support the planned procurement.
- To prepare and deliver training workshops sessions to ensure the effective communication of procurement practice.
- Ensuring that supplier contracts are robust and do not expose Essex Cares to unacceptable risks.
- Create and implement KPI's
- To ensure the creation of effective and appropriate performance management systems for all contracts and participate in monitoring and review of providers/suppliers.
- Issue contract amendments.
- Supplier management with existing providers to ensure acceptable continuity of service.
- Provide Management reports.
- Improve the efficiency and reduce costs of the procurement process by looking at other ways of carrying out procurement i.e. e-commerce and procurement cards.
- Monitor markets trends in supplier base and contract base and implement plans to react
- Monitor macro trends in supplier and contract base and implement plans to react.
- Ensure that Purchase Orders are raised in an effective efficient manner and in accordance with Essex Cares policy and standard terms and conditions.
- Ensure that procurement files, contract register and records are maintained.
- Liaise with finance to ensure accurate and timely payment of invoices.

Knowledge, Skills and Experience

- Relevant professional qualification such as CIPS qualification or working towards CIPS qualification.
- Relevant formal management training.
- Sound procurement experience, preferably in a large, multi-disciplined environment.
- Proven track record of managing the entire tendering process and setting up and managing contractual arrangements to deliver and maintain high levels of customer service.
- Experience of developing and implementing strategies and policies in a purchasing environment.
- Detailed knowledge and understanding of procurement best practice and processes and proven experience in applying these to day to day procurement activities and documentation.
- Excellent Commercial acumen and analytical skills.
- Strong and proven negotiating skills with evidence of delivering cost savings and securing value for money.
- A passion for securing continuous improvement and innovation from suppliers and contracts.
- A positive and assertive attitude
- Well developed interpersonal and influencing skills which have been proven when working with internal and external stakeholders. Broad based knowledge of Microsoft IT applications

Essex Cares Values and Behaviours – **Aspire**

Adaptable and progressive

- we look forward to trying different ways to support to the people who use our services
- we are open and accepting to new ideas and ways of working
- we constantly monitor our service to ensure that it is effective, value for money and accessible
- we regularly collect customer feedback to enable us to structure our services into an organisation that people will trust and recommend

Supportive and encouraging

- we try hard to smile rather than frown and we try to share that smile with others whenever we can
- we are positive and open minded, seeking opportunities to praise and reward
- we are good at listening and responding positively to each other and when working with the people who use our services
- we try to be cheerful
- we do our best to support each other at work and respect our fellow workers
- we are good at working together and offer our help to others whenever we can
- we try hard not to criticise each other and treat everyone we come into contact with in the same way as we would like to be treated

Proud, to help SU and to represent Essex Cares

- we work hard to do our best for the people who use our services and make a difference to their lives
- we want to become known as the provider of choice in the county and we know how each of us can contribute to this ambition
- we recognise that all of us have a part to play in making Essex Cares the provider of choice
- we always work to the best of our ability and try hard to make a difference to the lives of the people who use our services
- we work together to support the Essex Cares business ethos
- we have people at the heart of everything we do
- we celebrate the diversity of the people who use our services and recognise their contribution to enriching our working lives

Integrity and

- we are honest and truthful in all our interactions with the

respect

people who use our services, colleagues and fellow workers

- we work together and treat each with respect
- we try hard not to let our service users and fellow workers down
- we work hard and spend our work time productively
- we do what we say we will do
- we strive to ensure that everything we do is delivered at the same standard to achieve a quality service

Responsive

- we respond quickly to our service user needs and deliver people centred services
- we work within professional boundaries to provide appropriate responses and build effective partnerships with the people who use our services

Empathetic and compassionate

- we are genuinely concerned about the people who use our services, understand their needs and aspirations and work in partnership with them to achieve their personal objectives
- we develop our skills to be able to understand the needs of our fellow workers to enable us to display support and assistance and know when this is required
- we support people and show them understanding