



L.E.A.D. Academy Trust

Lead • Empower • Achieve • Drive

**Role:** Procurement and Contracts Manager

**Responsible for:** The strategic delivery and management of service and commodity purchasing across the Trust.

**Responsible to:** Head of Operations

### **Purpose of Role**

To manage contracts, tendering and purchasing across the Trust above an agreed cost, whilst ensuring compliance with relating legislation and regulations.

At L.E.A.D we have a strong vision and four core principles, to lead, empower, achieve and drive, that you will be expected to demonstrate in your working practices.

1.	<p><b><u>Applied Knowledge and Expertise</u></b></p> <ul style="list-style-type: none"><li>• Applies proven experience of establishing, awarding and managing contracts across a range of goods, works and services.</li><li>• Utilises detailed knowledge of EU procurement legislation as well as educational sector best practices to ensure compliance in all areas across L.E.A.D.</li><li>• Applies knowledge / skills in the application of procurement and contracts.</li></ul>
2.	<p><b><u>Decision Making and Problem Solving</u></b></p> <ul style="list-style-type: none"><li>• Acts as the go person on any procurement process queries, regardless of the size of contract.</li><li>• Manages procurement processes and leads procurement related projects in conjunction with senior leaders in order to deliver compliant and effective outcomes for the Trust.</li><li>• Works largely independently in all areas of procurement, consulting with other teams as needed to evaluate the technical dimension of bids or if specialist legal input is required.</li><li>• Provides oversight, guidance and support to colleagues who undertake devolved procurement activities on the most appropriate procurement route to satisfy their requirements and to ensure compliance with internal procedures and legislative requirements, ensuring value for money.</li><li>• Contributes to the development, compilation and implementation of procurement systems and policies with the aim of providing robust controls whilst minimising unnecessary bureaucracy and optimising the procurement process.</li><li>• Ensures that all procurement processes comply with the Trust's financial regulations and departmental instructions.</li><li>• Ensures that all procurement processes comply with legislation so that any risk is mitigated.</li></ul>
3.	<p><b><u>Resource Management</u></b></p> <ul style="list-style-type: none"><li>• Contributes to the development and implementation of strategic sourcing plans by gathering, analysing and effectively interpreting spend data and market intelligence in order to support the Trust's aims and objectives.</li><li>• Maintains an accurate and up to date register of all live contracts in order to</li></ul>

	<p>provide a source of information for the Executive Team, MAT Board and to comply with open data requirements.</p> <ul style="list-style-type: none"> <li>• Develops standard templates for procurement processes that include developing Terms and Conditions for Trust Contracts.</li> </ul>
4.	<p><b><u>People Leadership/Development</u></b></p> <ul style="list-style-type: none"> <li>• Manages and develops any support staff allocated to the team.</li> <li>• Provides advice and support, as well as system and procedural training to key stakeholders to promote good practice and reduce risk to the Trust in relation to contracting and purchasing.</li> <li>• Demonstrates a willingness to attend appropriate training and development courses.</li> </ul>
5.	<p><b><u>Influencing and Managing Relationships</u></b></p> <ul style="list-style-type: none"> <li>• Establishes professional working relationships with external providers and negotiates contracts to ensure value for money.</li> <li>• Deals with challenges from suppliers and ensures a professional and transparent response, whilst ensuring adherence to legislation.</li> <li>• Works directly with school business managers and heads advising them on procurement related topics.</li> <li>• Works closely with Directors of schools relating to any contractual issues.</li> <li>• Works closely with the Deputy CEO and provides advice on complaint procurement practices and any contractual issues with suppliers.</li> </ul>

## L.E.A.D Procurement and Contracts Manager Person Specification

This person specification lists the competencies expected of an experienced/fully trained Procurement and Contracts Manager.

The two right hand columns provide guidance for the appointment of new Procurement and Contracts Managers. (E= Essential criteria, D=Desirable criteria).

		E	D	
1	<b>Skills, knowledge and aptitudes</b>	The L.E.A.D. Procurement and Contracts Manager should be able to provide evidence of the following:		
		<ul style="list-style-type: none"> <li>ability to assume full responsibility for both the efficient day to day functioning of the L.E.A.D. Procurement and Contracts Manager role as well as developing the role further.</li> </ul>	E	
		<ul style="list-style-type: none"> <li>high level of oral and written communication skills.</li> </ul>	E	
		<ul style="list-style-type: none"> <li>excellent negotiation skills, that do not impact quality.</li> </ul>	E	
		<ul style="list-style-type: none"> <li>able to work as part of a team and contribute towards its success.</li> </ul>	E	
		<ul style="list-style-type: none"> <li>able to use all MS Office programs particularly Word, Excel, Outlook and Powerpoint.</li> </ul>	E	
		<ul style="list-style-type: none"> <li>able to work to tight deadlines, managing and prioritising time effectively.</li> </ul>	E	
		<ul style="list-style-type: none"> <li>knowledge of e-tendering and e-procurement systems.</li> </ul>		D
		<ul style="list-style-type: none"> <li>excellent numeracy skills.</li> </ul>	E	
		<ul style="list-style-type: none"> <li>self-starter, with and ability to work independently &amp; use own initiative to overcome obstacles.</li> </ul>	E	
2	<b>Qualifications and Training</b>	The L.E.A.D. Procurement and Contracts Manager should have:		
		<ul style="list-style-type: none"> <li>qualified to A' level standard or equivalent.</li> </ul>	E	
		<ul style="list-style-type: none"> <li>a CIPS Diploma or equivalent in Procurement.</li> </ul>	E	
3	<b>Experience</b>	The L.E.A.D. Procurement and Contracts Manager should be able to produce evidence of:		
		<ul style="list-style-type: none"> <li>working in an environment where experiences included taking initiative and self-motivation.</li> </ul>	E	
		<ul style="list-style-type: none"> <li>working as a member of a team.</li> </ul>	E	
		<ul style="list-style-type: none"> <li>experience of managing projects.</li> </ul>	E	
		<ul style="list-style-type: none"> <li>experience of providing advice and support to key stakeholders on good practice in contracting and purchasing.</li> </ul>	E	
		<ul style="list-style-type: none"> <li>experience of undertaking analysis of spend, markets, supplier trends and capabilities.</li> </ul>	E	
		<ul style="list-style-type: none"> <li>experience of establishing, awarding and managing contracts across a range of goods, works and services</li> </ul>	E	
		<ul style="list-style-type: none"> <li>experience of establishing, awarding and managing contracts under the European Union Procurement Directives.</li> </ul>		D
		<ul style="list-style-type: none"> <li>experience of training in procurement areas.</li> </ul>	E	
		<ul style="list-style-type: none"> <li>experience of using financial management systems.</li> </ul>		D
		<ul style="list-style-type: none"> <li>understanding of the regulations governing third sector/public sector procurement.</li> </ul>	E	

		<ul style="list-style-type: none"> <li>• experience of working in a school or academy trust environment.</li> </ul>		D
4	Personal Attributes	The L.E.A.D. Procurement and Contracts Manager should:		
		<ul style="list-style-type: none"> <li>• have an openness to learning and change.</li> </ul>	E	
		<ul style="list-style-type: none"> <li>• have a positive attitude to personal development and training.</li> </ul>	E	
		<ul style="list-style-type: none"> <li>• be able to work in ways that promote equality of opportunity, participation, diversity and responsibility.</li> </ul>	E	
		<ul style="list-style-type: none"> <li>• have good interpersonal skills.</li> </ul>	E	
5	Special Requirements	The L.E.A.D. Procurement and Contracts Manager should:		
		<ul style="list-style-type: none"> <li>• be able to work at times and locations convenient to the service provision.</li> </ul>	E	
		<ul style="list-style-type: none"> <li>• be available to be contacted at mutually agreed times.</li> </ul>	E	

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