



Procurement Manager
Outwood Grange Academies Trust

Application Pack

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Welcome Letter

Dear applicant

Thank you for taking an interest in the position of Procurement Manager working within Outwood Grange Academies Trust.

Outwood Grange Academies Trust is an education charity with a track record and national reputation of revolutionary school improvement. We are an organisation which puts students first: we care deeply about children and our aim is to raise standards across not only our own academies but across the wider educational system and ultimately transform children's life-chances. This is a unique opportunity for someone to work with a multi-academy trust which is held in highest esteem and recognised as a 'system trust' which works directly to the National Schools Commissioner. To that end, the successful candidate would be expected to not only play a substantial role in maintaining and improving upon our high standards but also have the opportunity to help shape policy nationally.

As you will no doubt be aware, many public sector bodies are facing a tough financial period, and no school is immune from this. However, at Outwood we have strong systems which are held in the highest regard by the Department for Education/Education Funding Agency which enable the Finance and Operations departments to work hand-in-hand with executives to best deploy our resources and ensure the effective and efficient use of our funding. You will gain a tremendous amount of knowledge about our highly regarded systems and help shape them as we continuously look to improve.

To that end, we are seeking a Procurement Manager to join our trust, who will work closely with me, our Chief Operating Officer and our respective teams to deliver substantial and sustainable savings on the wide array of goods and services that the Trust purchases

The successful candidate will be able to demonstrate a commercially astute and systematic approach to delivering value for money through procurement in a large and complex organisation. Whilst it would be helpful if you had knowledge of this sector it would not be a barrier to any applicant as we will offer significant support and training to ensure you are as successful as possible in this role.

I look forward to hearing from you and welcome you contacting me in advance of your application should you require any further information.

Yours faithfully

Ben Waterman
Director of Finance



Job Description

Job Title:	Procurement Manager
Reporting to:	Finance Director
Pay and Benefits:	£36,019 to £40,619 per annum Local Government Pension Scheme, 30 days holiday

Overall purpose of the post:

Responsible for all procurement activities within the Outwood Grange Academies Trust Family of schools.

The Procurement Manager will work in closely with the Finance Director, Chief Operating Officer and their direct reports to deliver substantial and sustainable savings on the Trust's purchased goods and services.

Main duties and responsibilities:

- Managing the Trust's procurement activities ensuring they remained aligned with Trust's vision and values. Key activities will include; procurement strategy development, leading negotiations with suppliers, contract and supplier management, contract development, competitive tendering, market research and benchmarking
- The identification and prioritisation of opportunities for savings on all non-pay expenditure
- This will include working closely with Business Managers and the Finance team to make data driven recommendations and decisions for strategic and tactical procurement opportunities
- Work collaboratively with Senior Managers to develop procurement policies and processes which establish effective controls and maximise value from suppliers

Special Features

- The postholder will be required to travel to any academies/schools within the Outwood Grange Family of Schools

Personal Contacts

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools and any other visitors to the Academy.

Internal: Students, staff, Board and Academy Council members.

MAIN DUTIES AND RESPONSIBILITIES:

1. Manage procurement processes and lead procurement related projects in conjunction with the Trust's leadership team in order to maximise value for money
2. Ensure Procurement process are compliant with all relevant legislation and policies
3. Lead the development, compilation and implementation of procurement systems and policies with the aim of providing robust controls, maximising value and minimising unnecessary bureaucracy
4. Maintain an accurate and up to date register of all live contracts
5. Manage certain contracts across the trust and provide oversight and guidance to ensure delegated contracts are managed effectively
6. Provide guidance and support to colleagues who undertake delegated procurement activities to ensure compliance, control and value for money
7. Lead the development and implementation of data and market intelligence driven strategic sourcing plans data to support the Trust's vision and values
8. Act as professional advisor to the senior leadership team, providing advice and guidance on Procurement matters
9. Manage and develop any support staff seconded to the Procurement Manager on a project or permanent basis
10. Engage with an annual performance and development cycle, to support the evolving priorities for the Trust
11. Work collaboratively with other Academy Trusts and partners to unlock further opportunities and fulfil Outwood Academy Trust's commitment to operate as a system trust
12. Work as part of a wider team

Supplementary Support

- a) Be aware of, and comply with, policies and procedures relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person.
- b) Be aware of and support difference and ensure all students and staff have equal access to opportunities to learn and develop.
- c) Contribute to the overall ethos/work/vision and values of Outwood Grange Academies Trust.
- d) Attend and participate in meetings.
- e) Participate in training and other learning activities as required.
- f) Recognise own strengths and areas of expertise and use these to advise and support others.
- g) Other duties as directed from time to time by the Finance Director or Chief Operating Officer.
- h) Play an appropriate part in child protection procedures, such as relating relevant factual information and recording/reporting disclosures to the designated teacher/relevant professional.

NOTES

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at intervals and it may be subject to modification or amendment at any time after consultation with the holder of the post. In particular the role could evolve to include construction projects and/or increasing income through grants.



Person Specification

Job Title: Procurement Manager

Knowledge & Experience	Essential	Desirable
Experience of leading and managing a range of compliant procurement activities and drafting all associated tender and contract documentation to effectively manage commercial risks	✓	
Experience of providing advice and support to key stakeholders on good practice in contracting and purchasing	✓	
Experience of undertaking analysis of spend, markets, supplier trends and capabilities	✓	
Knowledge of public sector procedures and regulations (including EU directives) governing the invitation and award of contracts		✓
Robust knowledge of procurement metrics and systems with proven ability of setting, monitoring and achieving KPIs.	✓	
Experience of supplier due diligence and auditing to ensure that suppliers meet the high ethical standards demanded by the Trust	✓	
Qualifications		
A degree and/or professional qualification relevant to the post and/or equivalent learning through professional experience	✓	
Member, or working towards membership of the Chartered Institute of Procurement and Supply (MCIPS)	✓	
Skills		
Excellent literacy, numeracy, communication and presentation skills	✓	
Excellent negotiation skills	✓	
A strong understanding of ICT and its potential for the effectiveness of the organisation	✓	
Excellent project management skills with experience of successfully managing a number of complex individual projects	✓	
Ability to work under pressure, with accuracy, unsupervised and on own initiative	✓	
Personal Qualities		
The requirement is for a commercially astute, articulate, technically strong and influential negotiator with the ability to think strategically	✓	

A team player with excellent communication skills and a robust and focused approach to embedding commercial practices without compromising on the Trust's vision and values	✓	
High integrity with an ethically sound approach to building internal and external relationships	✓	
A mature and balanced approach to the assessment and management of risk	✓	
An ability to use leadership skills and qualities to influence at senior and junior levels in the organisation	✓	
High emotional resilience and intelligence in order to drive significant change in a sensitive manner	✓	

How to Apply

To apply please complete the Outwood Grange Academies Trust application form available at www.outwood.com/vacancies. Your supporting statement should address and evidence the selection criteria detailed in the Person Specification.

Closing Date:

Friday 25 August 2017 at 12 noon

Interviews:

Interviews dates to be confirmed

Applying:

The online application form should be completed at www.outwood.com/vacancies.

