

Lead Procurement Manager

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Company: NCS - National Citizen Service Trust

Location: England

Category: other-general

Role: Lead Procurement Manager Offer type: Permanent Location: Remote Salary: £55,000 -

£68,000 NCS Trust is an equal opportunities employer, embracing diversity and inclusion.

At NCS we respect and value differences in people and all hires are made on merit. We particularly welcome applications from people who are Black, Asian, or from an ethnically diverse

background, or people with disabilities, as these groups are currently underrepresented in our leadership. We are committed to improving equality of opportunity in the workplace and

are a signatory to the Race at Work Charter from Business in the Community, the

Prince's responsible business network; and the Disability Confident Committed employer

scheme. Role Purpose The Lead Procurement Manager will be an integral part of the

Commercial team, reporting directly to the Procurement Lead. The role holder will have

overall responsibility for strategic procurement activities across a number of key business

areas and overall responsibility for the Commercial Compliance of NCS with regards to

Procurement policy, the Public Contracts Regulations (PCR 2015), Managing Public Money,

Government Commercial Functional Standards and DCMS reporting requirements. The role

holder will lead on key strategic procurements, supporting the business with timely, value-

for-money delivery of key contracts to support the overall organisational goals. Additionally

the role holder will lead on the development of processes to ensure organisational compliance

and the reporting tools to be able to demonstrate said compliance. The role holder will

develop the Commercial Compliance policy and procedures to ensure that compliance is

achieved, evidenced and reported. The role holder will ensure that all procurement and

contractual work at NCS is managed in accordance with PCR 2015, Managing Public Money,

Cabinet Office controls and NCS Procurement Strategy and Policy. The role holder will lead on the continuous development, improvement and streamlining of key policies and processes underpinning and supporting the integrity and development of the procurement function, optimising effectiveness and ability to effectively and efficiently adapt to change as the organisation develops. The role holder will require an in-depth understanding of PCR 2015, Managing Public Money, Government Commercial Functional requirements and Cabinet Office Controls. The role holder will have diverse, varied and extensive procurement management experience from the public or private sector. The role holder will have line management responsibilities for the Commercial Business Analysts and the Commercial Administrator. They will be the deputy for the Procurement Lead and take on the team management and decision-making responsibilities as and when required.

Key Activities

- Review and assess existing and future procurement needs across NCS to develop a procurement plan for relevant areas of responsibility
- Reviewing, scrutinising, and developing operational process workflows informed by data.
- Form and lead on the development of key compliance tracking and reporting protocols to demonstrate robust and sound commercial processes
- Offer advice, guidance and coaching to all members of the Commercial Team in relation to PCR 2015, Managing Public Money and Government Commercial Functional standards
- Carry out progressive assurance of all procurements at the Trust
- Report directly to the Procurement Lead on issues of non-compliance and continually create appropriate ways to log risks and issues
- Manage the procurement risk register to ensure risks are identified, mitigated and managed
- Line manage and develop the procurement team
- provide relevant and progressive reporting and analytics that supports both the Procurement and Contract activity

Role Specific Skills

- Ability to build strong and effective relationships with the Commercial team and key stakeholders/business areas across the organisation
- Able to operate independently and communicate effectively, both internally, with technical staff, peers, and management as well as externally, with customers, regulators and other stakeholders
- Ability to plan and prioritise work aligned to the organisational needs
- Ability to write professional and technical papers up to Board level
- Strong comprehension of programme technical performance metrics and financial status
- Excellent communication skills with the proven ability to develop senior management briefings, produce reports and management information.
- Understanding of budget preparation and financial processes.
- Excellent knowledge of procurement and contract management activity and related issues
- Knowledgeable in managing Managing Public Money and Public Contracts

Regulations 2015 compliant procurements Measures of Success Robust processes and reporting protocols for ensuring commercial compliance No breaches of regulations, standards and policies Reporting is accurate, timely and relevant with outcomes and subsequent rectification actions identified and actioned People management is conducted to expected standards That all processes are relevant, compliant and understood by internal and external stakeholders Positive audit report findings and agreed audit actions closed down in a timely manner Procurement risk register is well maintained and managed Experience & Qualifications Essential: Tangible and evidenced experience in a senior procurement or relevant commercial role Proven record of delivering large and or complex procurement and contract based projects A formal and related qualification MCIPSD Desirable: Central and Sub Central Government exposure Our benefits include: 28 days annual leave in addition to Bank Holiday entitlements. 5 Volunteer days Enhanced Maternity/Paternity/New parental (Subject to 1 year of service) pay Life Assurance 24/7 access to an Employee Assistance Program Access to a self-directed learning and development platform Access to a national discount platform, shared with one family member Discounted Eye Care Cycle to work scheme All NCS Trust employees have a basic check as a minimum. Any roles which involve regular face to face contact with Young People or access to schools will require an enhanced check.

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