JOB DESCRIPTION

Job Title: Head of Procurement

Grade: T

Responsible to: Financial Controller

Responsible for: Sustainable Procurement Manager
Supply Chain Manager
Procurement Officer

Penryn Campus is Cornwall's flagship 100-acre university campus jointly owned by Falmouth University (Falmouth) and the University of Exeter (UoE) and managed by Falmouth Exeter Plus. The campus is undergoing major physical redevelopment, with a number of cutting-edge buildings under construction which will further develop what is already a vibrant and successful campus environment.

Falmouth Exeter Plus operations include Estates & Development Services and Campus and Commercial Services along with the management of Academic and Student Support Services underpinned by close collaboration with FXU, the combined students' union for Falmouth and UoE, to ensure that the interests of students and staff are at the heart of everything that Falmouth Exeter Plus delivers.

Procurement is responsible for developing, advising and implementing procurement policy, procedures for Falmouth Exeter Plus and Falmouth University to maximize value for money and adhere to respective legislations for non-pay spend and funded projects.

Job Purpose:
Head of Procurement is responsible for managing Falmouth Exeter Plus, Falmouth University and as appropriate University of Exeter procurement. This position will lead Falmouth Exeter Plus and Falmouth University’s non-pay and funded procurements to implement the procurement strategy, developing processes and systems required to deliver procurement and post contract management.

Responsible for the strategic development of procurement to maximise value for money and achieve EU legislation compliance through the support and development of best practice across both organisations.

To provide procurement advice and support for the senior executive team, audit committee and other senior management committees as may be required for Falmouth Exeter Plus and Falmouth University.
Responsible for the sourcing and management of strategic supply contracts on behalf of Falmouth and Falmouth Exeter Plus. To maximise economies of scale and maximise any distinct requirements.

**Budget:**
The post holder will be responsible (from 2012/13) for their own budget and will influence non-pay expenditure, including convergence and other funded procurement projects (2011/12) of £16m (Falmouth University) and £32m (Falmouth Exeter Plus including TDV), a total of £48m

**Main Duties and Responsibilities:**

1. Responsible for the development, implementation and on-going management of the Procurement Strategy for Falmouth Exeter Plus and Falmouth to influence legal compliance of procurement policy and supporting legislation across the institution and to generate value for money for Falmouth Exeter Plus and the respective Institutions.

2. To lead the development and implementation of procurement policies and system strategies to support tendering, contracts management, spend analytics and supplier performance management.

3. To lead the development of new supply chains including small/medium enterprises (SMEs) to create greater competition and align the business to category procurement strategies.

4. To drive continuous improvement, best value and quality improvements within the team and departments in challenging existing practices and actively seek ways to achieve better outcomes, contributing to ensure key performance and financial targets are met and corrective action taken where necessary.

5. To leverage resources across all boundaries to support business goals, bringing all expertise necessary to address the institutions challenges to safeguard against contractual and commercial risk.

6. To work with the institutions’ Value for Money’ strategy, as promoted by HEFCE, to identify and capitalise on purchasing opportunities as they arise.

7. To report to the Senior Executive team and respective committees as may be required from time to time to provide up to date status reports on procurement to include development, demonstrate value for money and compliance to regulatory procurement requirements, including Anti-Bribery and Corruption and Fraud.
8. To ensure all aspects of regulatory compliance are adhered to in regard to the respective Procurement Policies and external requirements such as OJEU procedures and implement strategies that safeguard the Falmouth Exeter Plus and the institution’s contractual and commercial risk.

9. To develop excellent and effective collaborative relationships with key stakeholders and external providers and other agencies to ensure strategic and operational needs are fully understood and incorporated.

10. Implementation of appropriate Frameworks including but not limited to Government Procurement Services (GPS) and Southern University Procurement Consortia (SUPC).

11. To lead and motivate staff and ensure that they receive appropriate support, training and development to achieve their potential. To line manage the sustainable Procurement Manager, Procurement Officer and Supply Chain Manager.

12. To identify and address procurement training needs across Falmouth Exeter Plus and Falmouth for individual and organisational development.

13. Establishing and managing future demand and capacity planning including the development to supplier risk management.

14. Promote importance of procurement across the organisation and best practice through continuous improvement.

15. Act as the principle conduit for formal communications with external companies during the procurement process.

16. Facilitate development of relationship with existing and potential suppliers.

17. To work within the relevant legislation, policies and procedures.


19. To actively support equality and diversity policies of Falmouth Exeter Plus.

20. To attend training courses as identified and agreed for appropriate development.
21. Working within the Health and Safety at Work Act, the postholder has a legal duty to take reasonable care for Health and Safety both for themselves and others who may be affected by their actions. They are also required to undertake Health and Safety training commensurate with the level required by the post and to take part in risk assessment procedures and the implementation of agreed recommended work practices within the area.

22. Undertaking other duties not specifically stated which from time to time are necessary without altering the nature or level of responsibility.

PERSON SPECIFICATION

Post Title: Head of Procurement

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<tr>
<th>Attributes</th>
<th>Essential Requirements</th>
<th>Desirable Requirements</th>
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<tr>
<td><strong>Education / Qualifications</strong></td>
<td>Honours degree or equivalent Qualified purchasing professional (MCIPS) or be in a position to achieve within 12 months and with significant relevant recent experience.</td>
<td>Project management experience</td>
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<td><strong>Experience / Knowledge</strong></td>
<td>Detailed knowledge of EU and UK procurement legislation, supplier and contract management. Experience of procuring contracts. Experience of procurement installation and use of procurement systems. Strong working knowledge of procurement processes including but not limited to the Public Sector. High level of programme management skills Extensive expertise, having operated at a strategic level with a strong track record of success in delivering financial savings.</td>
<td>Experience of working in the Higher Education Sector Experience of sourcing and contract management of corporate categories such as IT, HR, Legal Services</td>
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<td>Previous experience of conducting business process re-engineering.</td>
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<td>Proven track record of working in an environment where customer needs are variable.</td>
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<td>Experience of implementing/working under category management based approaches.</td>
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<td>Experience of tendering and managing high value contracts under EU procurement law, including contracts which exceed £1m.</td>
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<td>Experience of implementing best practice contract and supplier management.</td>
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**Skills / Personal Requirements**

| Excellent communication and influencing skills including negotiating and contracting. |
| Experience of developing and managing procurement staff. |
| Good level networking and liaison skills and the provide ability to meet deadlines and targets. |
| Good team work skills actively involves colleagues across the business, builds the benefits of collaborative working. |
| Self-developer – acts as a role model, invests time in their own development and encourages others. |
| Planning and project management skills |