Job Title: Procurement Business Manager

Department / Unit: Finance – Procurement

Job type: Professional Services

Grade: 8

Accountable to: Head of Procurement

Purpose of the Post

The overall purpose of this role is to set up, manage and develop the governance and performance management processes for procurement across the College – contributing towards:

- Measurable improvements in efficiencies for the College through procurement improvement
- Managing contract gateway and governance procedures
- Flexible and creative support to transform operations
- High standards of corporate governance
- Internal and external business/contract partnerships

Key Tasks

The main responsibilities of the post are:

- Develop and manage all aspects of the procurement governance and risk processes across the College to ensure that they support timely decision making and the appropriate management of risk

- Develop and manage all aspects of the performance of procurement - to ensure that the overall targets are disseminated into measurable outcomes in the organisation's procurement and including:

  - Ensure procurement activity conforms with the College’s performance and project management policies and approaches, and that staff involved in procurement are fully equipped with the appropriate training and tools

  - Ensure the availability of accurate and timely procurement management information, including accurate spend and supplier data and assuring the quality of all required information

  - Ensure the approach to managing supplier risk is fit for purpose and aligns with the College’s wider approach to risk
• Lead on the development and implementation of Procurement methods & tools to ensure the College adopts leading practices – be the central subject matter expert on Sourcing & Supplier Management and P2P processes and systems

• Ensuring contract proposals comply with College financial regulations and the Public Contracts Regulations

• Maintain a contract record database, and implementing a contract document management and archival policy

• Take the lead on the management of disputes with suppliers working closely with legal and the category manager

• Develop and support the P2P and Market Place system and processes

• Supporting procurement in respect of internal and external business relationships

**Other Duties**

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.