**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Procurement Process Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department / Unit:</td>
<td>Finance – Procurement</td>
</tr>
<tr>
<td>Job type</td>
<td>Professional Services</td>
</tr>
<tr>
<td>Grade:</td>
<td>7</td>
</tr>
<tr>
<td>Accountable to:</td>
<td>Head of Procurement</td>
</tr>
<tr>
<td>Accountable for:</td>
<td>Payments Team Leader</td>
</tr>
</tbody>
</table>

**Purpose of the Post**

Maintain and keep all procurement and payment processes up to date. You will ensure that procurement documents, processes and P2P processes are fully-up to date and communicated across the business.

To manage the Payments team and any P2P related administrative functions.

**Key Tasks**

- To develop and implement efficient and effective methods for all operational procurement and P2P processes across the University to support both business needs and the procurement strategy.

- To pursue procurement excellence and value for money through the implementation of professional, efficient and effective procurement processes.

- To manage the operational processes through the finance system including authorising requisitions entering the procurement pool, alongside the processes for Purchasing Cards, New supplier requests (including HMRC CEST status tool), travel and other service contracts as directed by the line manager or Head of Department.

- To manage the Payments Team Leader and monitor the Payments Team workloads in order to ensure the systems are managed and tasks are completed in the most effective way.

- To act as the point of resolution of escalation to resolve operational purchasing and payments issues which the departments cannot resolve.

- To compile and analyse various data sources and provide analysis in a user friendly format to assist in strategy development and planning, to enable better informed decision making on operational procurement matters.
- To provide guidance and ensure training is provided to relevant staff involved in administrative procurement processes including the use of the finance system, contracted suppliers, e-procurement, supplier file and procurement intranet.

- To ensure all intranet pages, documentation, templates, forms and procurement related record keeping.

- To assist the Category Managers from time to time by managing end to end procurement processes.

- Act as the Super User for Procurement responsible for managing and supporting future Finance System or marketplace upgrades.

- Represent the College in consortia groups as directed by the line manager or Head of Department.

### 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.