

# MOAT

## JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job Title:</b>	<b>Head of Procurement</b>
<b>Directorate:</b>	Finance and Corporate Services
<b>Department:</b>	Corporate Finance & Risk
<b>Reports to (title):</b>	Director of Corporate Finance & Risk
<b>Directly supervises:</b>	Procurement Team
<b>Updated:</b>	March 2019

### **Main purpose of job**

Responsible for Moat's procurement strategy and practice, seeking to improve value for money across third party spend, promoting effective negotiation and supporting contract management activity.

Responsible for ensuring that procurement activity across the organisation is compliant with relevant legislation and regulations.

### **Key tasks:**

1. To lead the procurement of goods, services and contracts across Moat in line with legislative requirements.
2. To work closely with the leadership team to plan future demand and create a proactive procurement model which enables the best outcomes.
3. To ensure that Moat's Procurement Strategy remains fit for purpose and is subject to regular review and approval by the Executive Team.
4. To drive continuous improvement and best value across the business by challenging existing practices and actively seeking strategic procurement opportunities to deliver better outcomes.
5. To conduct periodic spend analysis reviews and seek opportunities to rationalise the approved suppliers list.
6. To support colleagues with the delivery of effective supplier and contract management, providing guidance/training as required and sharing best practice.
7. To develop effective, collaborative relationships with key stakeholders through effective communication and the ability to influence, providing the right balance of support and challenge.
8. Ensure that Moat's strategic and operational procurement needs are fully understood by key external stakeholders, providers and agencies.
9. To act as the principal conduit when circumstances require challenging communications with external companies either during the procurement process or contractual disputes.
10. To develop regular reporting on procurement activity against the objectives of the Procurement Strategy.
11. To continue to review and manage the development of tender and contract documentation, KPI's and risk management tools to enable colleagues to effectively manage contractor and supplier performance.

12. To work closely with colleagues to continually develop Moat's purchasing system, monitoring best practice and technological advances.
13. Implement audit recommendations, risk register key controls and best practice to improve the ongoing delivery of procurement and contract management across Moat.
14. Manage the ongoing development and improvement of Moat's Contract Register and the monitoring/reporting of contractor credit rating status.
15. To provide strategic procurement and supply chain management expertise to the organisation.
16. To act as a S20 consultation champion supporting the delivery of process and system improvements.

To carry out all duties in accordance with Moat's:

- Equal opportunities policy
- Health and safety policy
- Policy on confidential reporting (whistleblowing)

To carry out any other duties consistent with the post that may be required from time to time, at the discretion of the line manager.

## PERSON SPECIFICATION: **Head of Procurement**

<b>CORE COMPETENCIES</b>	
Drive for Results	4
Customer Service	3
Teampay	4
Interpersonal Effectiveness / Managing Relationships	4
Change Orientation	4
<b>MANAGEMENT COMPETENCIES</b>	
Managing people and performance	4
Managing Resources	4
Strategic Capability	3
Visionary Leadership	4

This table should be read in conjunction with the Moat Competency Framework.

### **TECHNICAL COMPETENCIES**

#### **Entry Requirements:-**

- Member of Chartered Institute of Purchasing and Supply : minimum Advanced Diploma (level 5)
- An understanding of purchasing and supply chain management
- Experience of managing procurement staff
- Detailed working knowledge of contract law and contract management
- Detailed working knowledge of current OJEU legislation and procurement practices, supported by at least 3 years of practical procurement experience
- Experience of leading on OJEU procurement tenders
- Practical experience of successful supplier negotiations and management of contracts.
- Excellent project management skills
- Track record adapting service delivery to meet customer needs
- A good understanding of financial statements, public procurement practice and accounting.
- Good awareness of commercial and regulatory risks relating to contract procurement and management
- Good awareness of public sector ethics and principles, including governance and relevant codes of practice.

#### **Proficient Requirements:-**

- Fully MCIPS qualified at level 6.
- A command of procurement activity across Moat, operating effectively with the full confidence of senior leadership.
- A track record of consistently achieving procurement objectives.
- The ability to influence effectively at all levels in the organisation.