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| **Role title:** | Procurement and Business Services Lead | **Responsible to:** | Executive Director - Finance |
| **Division:** | Finance | **Department:** | Procurement & Business Services |
| **Direct Reports and Level:** | Direct reports   * Business Relationship Manager * Facilities Manager * Procurement Systems Analyst * Procurement Assistant | **Scope:** | All Strategic Sourcing, Procurement and Facilities activity globally. |
| **Scale:** | 15 People (FTE)  £117m – Operational Expenditure 2018 Budget |
| **Regulated Function(s) Held:** | No |

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| **Overall Role Purpose** |
| As a member of the Finance Leadership team, the Procurement and Business Services Lead will drive a sustainable and adaptable procurement and facilities strategy across MPS that delivers compliance, continuous improvement and value for money both in the UK and internationally. |

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| **Accountabilities (RACI)** | **Measures of Success/KPI’s** |
| **Strategic & Operational Leadership – As a member of the Finance Leadership team**   * Provide leadership and challenge across MPS on Procurement, Supplier and Facilities best practices to ensure alignment and support to deliver on the overall MPS corporate strategy and operational business performance. * Define and deliver the Procurement and Facilities strategy ensuring that activities comply with the necessary regulatory and legal standards and are in accordance with policy standards and risk frameworks set by Council. * Lead the effective management and maintenance of MPS’s global portfolio of offices to ensure safe and healthy working environments for visitors and employees. * Through the use of procurement expertise become a trusted advisor by providing advice, guidance and training to colleagues in all commercial matters and influencing stakeholder buy- in for new procurement strategies. * Define, deliver and lead the MPS Business Continuity Plan. | * Financial sustainability vs plan * Financial performance vs plan * MPS engagement index vs plan * MPS leadership index vs plan * Procurement and Facilities Governance framework in place and being actively managed * Divisional engagement index vs plan * Divisional leadership index vs plan |
| **Financial**   * Input to the global budgetary planning cycle and quarterly forecasting rounds to ensure sound financial management within MPS. * Lead the setting and delivery of procurement targets ensuring an efficient and effective operating model which minimises cost and maximises financial sustainability without compromising member experience. * Embed effective and efficient supplier relationship management process. Leading the management of UK and International external supplier contracts, procurement agreements and services provided by suppliers to ensure that these are operating effectively and provide the best value to the company and the members of MPS. | * MPS Operational budget vs plan * Divisional operational budget vs plan * All Suppliers classified in accordance with the Supplier Management Policy |
| **Member**   * Develop and deliver all necessary systems, policies and procedures which enable value for money for members. | * Consolidated Net Promoter Score * Consolidated Satisfaction Survey |
| **People**   * Provide strong directional leadership to ensure the training, competence, performance and engagement of all employees who are focussed on delivering for members, have clarity on their accountabilities and a comply with all governance, policy standards and processes. * Build a strong pipeline of talent and succession across the Procurement and Business Services team for the benefit of MPS which will mitigate workforce planning risks and maximises the performance and potential of employees. | * Engagement Index vs MPS * Leadership index vs MPS * Strong Talent and Succession Plans * HR metrics – attrition, absence * Compliance with Training and Competence Schemes (where required) |
| **Risk**   * Create an environment where all colleagues recognise the importance of risk identification and management * Ensure appropriate business processes and controls are in place to manage the Procurement and Business Services team within risk appetite; comply with policies and regulatory requirements (as applicable). | * Risk and Control Self-Assessments * Audit Actions * QA Outcomes |

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| **Responsibilities (RACI)** |
| * Lead the Procurement and Business services team to deliver on a programme of agreed strategic procurement projects across MPS Group aligned to business strategy, supporting the financial security of the membership fund whilst enabling sustainable growth. * Set out category management objectives and develop contract management protocols and performance metrics across the Organisation. * Aligned with agreed strategic procurement projects, develop new and maintain existing supplier relationships in order to deliver the best value for money for MPS alongside the identification of key supplier relationships and take a lead role in major negotiations. * Work with managers across the organisation to ensure best procurement solutions are achieved and ensuring that procurement is conducted in compliance with all relevant UK and International legislation. |

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| **Leadership Framework Competencies** | **Level** |
| Fresh Thinking | Leading The Organisation |
| Building Capability | Leading The Organisation |
| Influencing Others | Leading Others |
| Collaborating | Leading Others |
| Creating Understanding | Leading The Organisation |
| Leading Self and Others | Leading Others |
| Commercial and Risk | Leading The Organisation |
| Delivering Commitments | Leading The Organisation |

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|  | **Knowledge and Qualifications** | **Skills** | **Experience** |
| **Essential** | * Educated to degree level or equivalent. * Detailed knowledge of EU and UK procurement legislation, supplier and contract management. | * Highly numerate. * Excellent attention to detail. * Ability to engage and challenge at all levels; strong influencing skills coupled with tenacity and resilience. * Ability to communicate clearly and effectively. * Good IT skills in MS Word, Excel, Outlook and PowerPoint. * Understanding on key business issues and comfortable with challenging conversations. | * Leadership role within a procurement function. * Strong performer with previous senior experience within Procurement & Strategic Sourcing and Facilities, delivering significant commercial and process benefits. * Experience of formulating procurement and supplier management policies and driving a more commercial approach throughout the organisation. * Proven track record in all aspects of the procurement lifecycle including contract negotiation and supplier selection. * Experience in leading a Facilities function (In house or outsourced) |
| **Desirable** | * CIPS/MCIPS qualification (or equivalent) preferred. | * Planning and project management skills. | * Experience in sourcing and contract management of corporate categories such as IT, HR, Legal Services. |