

JOB AND PERSON SPECIFICATION

Job Title: Procurement Manager

Division: Corporate Services

Grade: F

Reports To: Head of Section

General Information

The Commonwealth Secretariat is the principal intergovernmental body of the Commonwealth, responsible for advancing and achieving the shared goals of the association's 53 member governments in advancing democracy, development and respect for diversity.

The Commonwealth Secretariat seeks to improve the lives of 2.4 billion people. We promote Commonwealth values, work on policy development, and provide expert technical advice and assistance to the governments of 53 member countries and their peoples, helping them to develop politically, economically and socially.

The Secretariat is headed by the Secretary-General who, as the Chief Executive of the organisation, is responsible and accountable for overall leadership, management and delivery.

Job Summary

The Secretariat has undergone a period of change and is now seeking a highly experienced Procurement professional for the position of Procurement Manager. Reporting to the Senior Director, Corporate Business, the successful candidate will be responsible for establishing and leading a new procurement team, who will manage external spend of circa £15m annually. The successful candidate will also be required to lead, embed and develop a professional procurement function, ensuring organisation wide compliance with procurement policy and process, in line with international best practice. The Procurement Manager will need to ensure continuous improvement of the function in line with achieving best value outcomes as well as leading and delivering procurement projects across a range of indirect categories.

The successful candidate will be responsible for developing and implementing a Procurement Strategy across the organisation to deliver the targeted benefits and financial savings, in line with the Secretariat's Strategic Plan. Taking a 'hands on' approach to delivering projects, VFM savings and efficiencies to the organisation will be essential.

The Commonwealth Secretariat is an International Organisation with diplomatic status and as such is not subject to UK Public Contract regulations or OJEU regulations. However, the Procurement Manager will need to ensure that all procurement activity at the Secretariat follows international best practice, while maintaining the organisations independence.

The post holder will :

General

- Deliver services that promote and protect the commercial and reputational interests of the organisation and comply with relevant local and national statutory requirements and International Administrative Law.
- Develop and review procurement policies and processes on a regular basis to ensure efficiencies and best practice.
- Line manage a Procurement Assistant.
- Implement and develop procurement systems (e.g. on-line tools) to enable the team to operate more effectively and improve reporting and governance.
- Lead the development of positive relationships with senior stakeholders raising awareness of the benefits of a strategic approach to spend, in order to deliver a customer focused service closely aligned to the organisation, with the Procurement team recognised as a centre of commercial expertise.

Corporate

- Work flexibly across divisions to achieve the objectives of the organisation.
- Raise procurement performance by actively promoting a culture of continuous improvement and efficiency.
- Promote a positive image of procurement internally and externally.
- Engage at a senior level within the organisation and challenge behaviours when required to promote and ensure best practice procurement is followed.

Functional

- Lead on the development and active management of the procurement annual forward plan, ensuring it is executed professionally and within the required time scales in order to gain pre-approval of divisions.
- Shape, guide and implement changes within the procurement function in response to the organisation's strategic agenda.
- Manage, support and develop the procurement team through advice, mentoring, formal performance appraisal and targeted training and development opportunities.
- Develop and deliver improvements in the supply chain to ensure it reflects the necessary ethical and environmental values and policies.
- Ensure that monthly performance reports are produced on time and at a level of detail that is meaningful in promoting best practice and compliance.
- Ensure all procurement management submissions are of high quality and facilitate rapid decision making.
- Lead and project manage a range of strategic sourcing activities.
- Promote and educate staff on the benefits of the use of a professional procurement team, procurement systems and effective contract management.
- Ensure contracts are effectively managed in line with best practice methodology.
- Categories of spend to include, but not be limited to: IT, Facilities, HR, Sales & Marketing, Travel and Corporate Services.

Other

- Adhere to the Gender Equality values of the Commonwealth as enshrined in the Charter and Secretariat's Gender Equality Policy.
- Perform any other duties as may be required from time to time.

Education

- Educated to degree level in a relevant business discipline.
- MCIPS qualified.

Experience

- 8 years' experience in strategic procurement.
- Extensive experience of procurement processes and best practise (both public and private sector procurement experience desirable).
- Proven ability of leading, motivating and developing a Procurement team.
- Experience of working with a fragmented user base.
- Strong leadership in a complex environment with a high level of uncertainty around predicted or future demand.
- Proven experience of leading change initiatives including the implementation and development of electronic procurement systems and processes.
- Proven experience of procurement strategy development and winning stakeholder buy-in to procurement practises.
- Proven ability to deliver savings and benefits and meet targets.

Desirable

- Experience of working for an international organisation, or diplomatic mission.

Essentials Skills

- Excellent analytical and organisational skills.
- Strong project management skills.
- Proven level of literacy skills in preparing detailed reports and the ability to communicate clearly, including presenting to senior stakeholders.
- Very good IT skills to include wide experience of Word documents, Excel spreadsheets (including pivot tables and charts) and PowerPoint.
- Demonstrate ability to handle commercially sensitive data in a discrete and professional manner.
- Ability to operate effectively in a complex working environment and manage multiple work streams.

Competencies

Respect for Diversity

Works effectively with people from all backgrounds.

Treats all people with dignity and respect. Treats men and women equally.

Shows respect and understanding of diverse points of view and demonstrates understanding in daily work and decision making.

Examine own biases and behaviours to avoid stereotypical responses and does not discriminate against any individual or group.

Encourages others to evaluate systems, processes & behaviour to ensure respect for diversity is demonstrated

Working with Others

Manages conflict and works towards mutual solutions

Identifies organisations with which to partner for specific solutions

Encourages others and provides them with the autonomy to pursue relationships

Uses personal influence to establish compromise and agreement when faced with conflict

Demonstrates balance between directness and diplomacy in negotiations

Uses influence to persuade partners and third parties toward Commonwealth Secretariat aims

Encourages and supports others in demonstrating cultural awareness when working with others

Managing Resources

Manages programme and cross team activities against specific objectives/results

Manages available resources in order to meet objectives e.g. by effective and efficient use of budget inter alia

Identifies the best method and resources when high level course of action has been identified

Analyses available resources and what activity they will enable

Takes responsibility for multi team/programme activities

Manages diverse motivations of a range of groups in large scale programmes

Decision Making

Determines what can be realistically achieved when deciding on strategic solutions

Is proactive and responsive in making decisions on complex, technical issues based on appropriate information

Considers the relevant justifications for a particular course of action

Takes context into consideration when making decisions

Makes effective decisions when acting on behalf of a senior colleague, seeking advice where appropriate

Bases actions and approaches on the root cause of an issue, rather than the symptoms

Accountability

Takes ownership of assigned tasks, honours deadlines.

Ensures timely delivery of outputs within defined cost and quality standard parameters.

Takes responsibility for own shortcomings and compliances.

Supports subordinates, provides oversight and takes responsibility for all delegated assignments.

Leadership & Development

Reinforces vision throughout organisation e.g. by acting accordingly inter alia

Identifies and develops leadership skills in others

Empowers others to take control of their own development and progression

Offers sound guidance and direction on complex and critical issues

Maximises the potential of others e.g. by creating suitable opportunities for development inter alia

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