

ROLE PROFILE

Role Profile			
Job Title	Head of Procurement		
Section	Procurement	Department	Business Services
Reports to (Job Title)	Chief Services Officer		
Suitable for Job Share (Y/N)	N	If No state reason	Requirement to provide a consistent service to customers.

Job Purpose	<p>Working with and leading the procurement team, the role will collaborate with and influence internal customers/stakeholders and suppliers to deliver maximum value and impact for company resources through the development of sourcing and supplier management operations.</p>
Key Competencies & Outputs	<p>Identifies, quantifies and prioritises improvement opportunities with the procurement team, service stakeholders and clients through effective data gathering and analysis</p> <p>Develops an expert level of knowledge of Delt service categories to be able to guide the team in implementing procurement best practices.</p> <p>Delivers savings outlined in the procurement strategy while ensuring the quality of goods and services procured is in line with the technical roadmap.</p> <p>Develops department processes and procedures to embed a culture of innovation that reduces lead times and increases the department's ability to operate at scale with existing resources</p> <p>Collaborates with peers and teams across the company to influence the achievement of the outcomes/objectives from the Delt procurement strategy</p> <p>Manages and coaches the procurement team against the Delt values and behaviour framework; engaging fully in the performance management and personal development review process.</p> <p>Engages the business as a trusted advisor on procurement matters for major projects and change initiatives working</p> <p>Provides procurement advice and support to the Delt Senior Leadership Team (SLT) and other stakeholders as required.</p> <p>Sets effective and clear objectives for the team to ensure on time contract renewals that align with customers' requirements and the Delt contract savings plan.</p> <p>The outputs listed here are not an exhaustive list. The post holder will be required to work in any area of the business and deliver ad-hoc duties as and when directed</p>

<p>Experience, Knowledge, Skills and Qualifications</p>	<p>Effective decision maker with demonstrable success in a procurement focused leadership role working for a range of customers/stakeholders</p> <p>Significant experience in procurement and category management and must possess a relevant MCIPS qualification.</p> <p>Experienced manager with the experience of leading and coaching a team to exemplary levels of performance.</p> <p>Report writing and experience in presenting information to managers/stakeholders and analysing relevant data sets.</p> <p>An effective negotiator with the experience of delivering to business goals and financial and operational benefits for a range of categories.</p> <p>Must have a full appreciation of contractual terms and conditions with sound understanding and experience of the supplier partnership and good general commercial awareness.</p> <p>Practical working knowledge of the legislation and EU regulations surrounding procurement in the public sector.</p> <p>The post holder should have a mix of experience with regards to sector i.e. commercial/public/third.</p>
<p>Corporate Standards</p>	<p>In accordance with Delt organisational policies and guidance on information management and security, it is the personal responsibility of all employees to ensure data protection, client confidentiality and appropriate information governance.</p> <p>All employees must always act in accordance with appropriate legislation and regulations, codes of practice and Delt's policies and procedures</p> <p>All employees must work with the requirements of our Health and Safety policy, ensuring safe systems of work and procedures</p> <p>Undertake all duties with regard to the Delt equalities policy and relevant legislation</p> <p>In a 'people first' environment, the post holder must both be aligned and aspire to Delt's values and expected standards of behaviour for them and their team(s).</p>