



# Category and Responsible Procurement Manager

## **Candidate Information Pack**

Prepared by Castlefield Recruitment

# About Us

NEUPC is a not-for-profit purchasing consortium with 23 university members and is one of six UK Higher Education Purchasing Consortia (UKUPC) established to deliver and manage a wide range of collaborative framework agreements designed to maximise non-pay expenditure within the university sector. Additionally, NEUPC also provide member shared procurement resources on a not-for-profit basis and through its study centre, teach professional procurement and apprentice qualifications - Chartered Institute of Purchasing and Supply.

The Consortium is responsible for the development and management of UK compliant supply arrangements on behalf of the Membership and for generating increasing year-on-year savings. We are a member of UKUPC – a body dedicated to improving both the quality of procurement and the level of collaborative procurement across the HE sector.

Utilising a partnering approach NEUPC provides collaborative procurement expertise, guidance and agreements that are aligned to, and actively support members' needs, values and objectives.

NEUPC enhances its offering to member institutions by providing Account Management Services – utilising dedicated professional procurement resource to assist members in maximising their uptake of appropriate collaborative framework agreements.

We are a genuine client focused buying group, with the aim of delivering maximum value from the purchase of goods and services. With institution income reducing and costs rising, NEUPC have an ever increasingly important role to play. Indeed the past few years have seen the most dramatic of changes both in the wider public funded sector and in higher education in particular. The mounting pressure on institutions means that NEUPC will continue to increase its service offering.

# About the Role

Thank you for your interest in the role of Category and Responsible Procurement Manager at NEUPC Ltd

We are a not-for-profit organisation working for the benefit of our members who are predominantly from the Higher Education sector. This role comes at an exciting time in our development and growth and will offer you the opportunity to contribute to successfully delivering our service to members in the NE of England.

The team is small but ambitious and very self-sufficient, if successful, you will find lots of challenges and interesting tasks ahead, keeping our work varied and thought provoking. We work within a national network of similar organisations under the UKUPC banner and often work with colleagues nationally on a range of projects.

We have two current vacancies as part of our ongoing expansion and recruitment programme.

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The Category and Responsible Procurement Manager role is an important dual role of category management and requires the job holder to manage and deliver our Responsible Procurement ambitions. If you have an interest in Responsible Procurement or sustainability and work across a range of topics in an ethical way then this may be for you as the opportunities for this role are boundless.

We are seeking experienced professionals to lead and develop category strategies and help to deliver agreements for our membership, maintaining stakeholder engagement whilst being able to facilitate new ideas and innovation. You will bring with you previous experience of procurement projects and have an excellent track record of delivering agreements on time.

Under the Responsible Procurement aspect of this role, you will need to have passion and genuine interest in this area along with examples of previous work with positive outcomes. Ideally, this position requires good knowledge of Public Procurement Regulations, however, we would also be interested in candidates with good commercial contracting experience with a willingness to become conversant with the regulations. Candidates will have experience of managing procurements end-to-end with good project governance and stakeholder engagement skills. CIPS qualifications are preferred but we will consider relevant experience. If this role appeals to you then step forward and submit an application, we would be keen to hear from you.

# About the Role cont.

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Responsible procurement is a process whereby organisations meet their needs for goods, services, and works in a way that achieves value for money on a whole life basis in terms of generating benefits not only to the organisation, but also to society and the local economy, whilst minimising damage to the environment.

The role of Responsible Procurement Manager for Procurement / Supply Chain is an exciting opportunity for engaged sustainability or procurement professionals to make significant changes to our and our members procurement processes by value adding sustainability actions such as promoting and monitoring Human and Labour Rights, influencing suppliers in relation to their environmental impact, maximising social value, addressing Climate and Ecological concerns.

We are looking to find an engaged individual to promote, support and deliver Responsible Procurement business activity and practices within NEUPC and where relevant our members.

The post holder will be an ambassador for NEUPC and will demonstrate the highest levels of professionalism and ethical behaviour. The role is demanding and will continue to develop to meet the dynamic needs of NEUPC, therefore, candidates with a strong work ethic are required for this role with the ability and desire to develop further as opportunities and challenges present themselves.

The post holders must be engaged and invested in sustainability, in particular regarding the development of a fairer, greener society locally and globally and have excellent interpersonal skills to engage and influence with a wide range of internal and external stakeholders and peers. Appropriate level of knowledge and experience of UK procurement directives, including incorporating sustainable procurement best practice into the procurement process including strategy, specifications and through contract management and the wider supply chain, is desired (but this aspect of the role can be developed in post).

NEUPC offer regular training, career development and a variety of funding options to enable candidates to pursue professional and leadership qualifications.

# Job Description

## Role Purpose

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The post holder will report directly to the Head of Operational Procurement. The purpose of the role is to (1) manage a specific category or sub-categories and the tendering and contract management of collaborative contracts. (2) Lead and manage the consortiums Responsible Procurement (RP) activity, (in line with relevant existing and emerging) legislation and to promote Responsible Procurement practices within the NEUPC membership. Further, the post holder will work with UKUPC RP peers in implementing the UKUPC RP strategy and assist in activities to improve effective RP.

The post holder will demonstrate the highest levels of professionalism and ethical behaviour.

The role is demanding and as NEUPC RP continues to develop to meet the dynamic needs of the consortium and client institutions, candidates with a strong work ethic are sought for the role with the ability and desire to develop further as opportunities and challenges present themselves.



# Job Description cont.

## Principle Responsibilities

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- Undertake and manage agreed projects, to include (but not be limited to) development of best practice materials and training in response to Responsible Procurement developments and legislation which impacts on procurement activity
- Provide advice, guidance and promote responsible and best practice procurement practices across the membership
- Be the Responsible Procurement Champion for NEUPC, embedding practices and procedures, provide guidance to NEUPC Category Managers and where appropriate member universities
- Develop NEUPC and where relevant our response to Government Procurement Policy Note PPNs Modern Slavery initiatives, policies, procedures, and training
- Keeping abreast with responsible procurement developments and ensure NEUPC are aligned
- Where required provide assistance to members to achieve desired Responsible Procurement outcomes
- Identify member capability gaps and develop and deliver an improvement program, training sessions and workshops and coordinate training offered by HEPA or external providers
- Act as an advisor to NEUPC members on best practice issues, including providing an appropriate level of guidance on legal matters in relation to procurement activities, referring on matters to external legal advisors where appropriate
- Represent NEUPC at national Responsible Procurement meetings and liaise with HE purchasing consortia
- Play an important part in the delivery of a flexible/dynamic RP management across a broad range of categories
- Co-ordinate member representation and attendance of NEUPC Member RP Group, including dissemination of information
- Embed sustainability within the NEUPC collaborative team in its practices and procedures as well as providing advice and guidance to NEUPC members
- Assess and monitor RP systems and processes by assisting and supporting the NEUPC team with RP governance and data accuracy
- Knowledgeable, engaged and invested in Responsible Procurement, regarding the impacts of climate change and the development of a fairer, greener society locally and globally

# Job Description cont.

## Experience and Skills

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- Ideally of Graduate calibre, with the highest ethical standards
- Membership of the Chartered Institute of Purchasing and Supply is preferred
- Be professional, credible with excellent general management skills and have the essential competencies of clarity of purpose, self-confident integrity and strong influencing power
- Have expert knowledge or willing to obtain PCR legislation as it relates to the Higher Education sector
- Be fully conversant with all legal aspects of general purchasing
- Have proven skills in strategic sourcing and category management to develop and implement strategies and contracting plans
- Experienced and proven success, working with a variety of stakeholders to achieve targets and timelines around contract delivery
- Have highly tuned skills in commercial aspects of contracting Skilled in contract drafting and negotiation
- Ability to proactively manage contracts, monitor performance and manage risks
- Knowledgeable, engaged and invested in Responsible Procurement, in particular focusing ( as a minimum) on the impacts of climate change, modern slavery and the development of a fairer, greener society locally and globally
- Have a fair understanding of Responsible Procurement with evidence of implementing aspects of policy, procedures and processes

## Qualifications and Attainments

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- Membership of the Chartered Institute of Purchasing and Supply - preferred
- Degree - desirable

# Benefits Package

As an employee in the organisation, you will benefit from:

- Salary range: £42k to £52k depending on experience
- Private health insurance
- Defined contribution pension
- Life insurance
- 38 days inclusive of the usual Bank Holidays and 5 Customary holidays (as determined by the Company)
- Hybrid working
- Full study support towards MCIPS



# Contact Us

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