



Wythenshawe Community Housing Group - Procurement Manager

CANDIDATE PACK

Prepared by: Castlefield Recruitment

BACKGROUND

At Wythenshawe Community Housing Group (WCHG) we are incredibly proud to play a pivotal role in the Manchester communities in which we serve. Managing almost 14,000 properties, our core purpose is to provide good quality homes and services to our 29,000 tenants and leaseholders, taking a leading role in creating safer, healthier communities.

We are a community based organisation that goes beyond housing - in Wythenshawe we are a major local employer, investor, support provider and enabler. We build on the strengths of local people, organisations and the wider community.

With a new corporate plan in place, Wythenshawe will be focusing on delivering on four fresh, strategic themes – 'Living Well', 'More Homes', 'Great Places' and 'Smarter Business'.

ROLE NARRATIVE

Following on from an updated corporate plan and on-going transformation, WCHG are looking to develop and re-shape the Group's Procurement structure to assist with a fresh approach to achieve improved value for money (VFM), positive social impact and enhanced services to our customers.

Procurement has been earmarked as a business-critical function moving forward and following the recent appointment of a Head of Procurement, we are now expanding this team with a Procurement Manager position. Our ambition is for this Procurement function to be best in class in its sector, delivering a high performing service to our stakeholders.

The successful candidate will lead the procurement activity and tendering for the Group ensuring compliance, best value and cost effectiveness. They will also be pivotal in supporting the Head of Procurement in developing WCHG's Procurement strategy and support driving the Group's VFM Strategy through supplier management and effective category management.

The successful Procurement Manager will ideally understand the Housing Sector and the categories associated with the industry. A key aspect of the role will be to implement commercial processes for the Group. This will ensure that benchmarking, spend analysis, market awareness and risk management are implemented into day to day decision making.

Compliance will also be a key part of this role and you will be expected to work with the Head of Procurement to analyse off contract/tail spend to produce procurement plans that ensure contracts are compliant and achieving best value. The role will also include working collaboratively to ensure the organisation procures both as a Group but also identifies where mutual collaboration can be achieved with other housing associations.

JOB DESCRIPTION

Job Title: Procurement Manager

Reports To: Head of Procurement

Direct Reports: N/A

Salary Band: £50,000 per annum

Job Purpose

- To provide a professional, customer-focused service for the procurement of goods, services and works for Wythenshawe Community Housing Group (WCHG), within a category management framework in order to achieve compliance, best value and cost effectiveness
- Manage supplier relationship and ensure that service quality is achieved, budgets are met, risks are mitigated, and security of supply ensured
- Control third party spend associated with the category and ensure a planned, proactive approach is maintained to improve procurement activity within the category of spend
- Provide support to the Head of Procurement with reviewing the Procurement and Value for money strategies and related policies and guidelines
- Provide procurement guidance and deliver training

Key Responsibilities

- Work proactively with stakeholders to develop and maintain corporate category plans to ensure that effective and efficient procurement and commissioning activity is undertaken within the categories of spend
- Ensure that all procurement activity is professional and compliant with EU procurement regulations, seeking advice and support where required
- Develop robust business cases in order to ensure future contracts are fit for purpose, drive continuous improvement and maximise efficiency
- Ensure that all procurement represents Value for Money and is undertaken in accordance with the Group's Value for Money Strategy
- To support and where appropriate lead processes to establish contracts and arrangements based on approved category plans - this will include research, planning and conceptualising preferred options and approaches to contract, developing tenders and specifications, managing procurement processes, evaluating tender responses and ensuring contracts are awarded
- Understand the markets which influence allocated categories of spend including benchmarking, pre-procurement market engagement, spend analysis and tracking of market indices and feed the results into business cases at appropriate times to ensure effective management of commercial risks

JOB DESCRIPTION

CONTINUED

- To develop positive and productive working relationships with the key service areas relevant to the categories being managed - this will include regular liaison with service managers and directors
- Promote procurement best practice across WCHG
- Ensure that all procurement activity within the allocated portfolio is included within the overall Procurement Forward Plan
- Assist in the development and management of processes and systems (including e-procurement solutions) to maximise efficiencies
- Ensure that all contracts have effective contract management arrangements in place and that good supplier relationships are developed and maintained
- Ensure that all procurement activity is undertaken in accordance with legislation, EU regulations, WCHG's Financial regulations & procedures, equality standards, and to a high standard of ethics and probity
- Support the Head of Procurement in delivering a high quality, cost effective and accessible procurement service to support the business objectives and customers' needs
- Support the wider finance teams to provide the necessary information in order to complete regulatory/statutory returns, budget information and audit requirements
- Make effective use of the Finance System to interrogate and produce information to support performance, do ad-hoc queries and provide analysis in execution of the role

People and Performance Management

- Provide support and guidance to WCHG to ensure all relevant staff are appropriately trained and have up to date knowledge to undertake their role competently including Regulations, Group policy and procedures
- The post carries responsibility for dealing with commercially confidential and sensitive information and for ensuring information is managed in accordance with GDPR and WCHG policy and procedures at all times
- The post holder will manage processes which carry significant financial risk and have a major impact on WCHG's ability to deliver high quality services and to achieve budgetary savings
- To undertake regular meetings and appraisals to set targets, measure performance and provide a platform for continuous development and progression
- To respond appropriately to performance, behaviour and conduct issues in line with the Group's disciplinary and capability procedures
- Fulfil personal requirements, where appropriate, with regard to Company policies and procedures, particularly health and safety, equality and diversity, customer care, security, work standards and promotion of the Company's Values
- To attend any training and development events considered necessary
- Contribute to Group-wide projects and improvement activities as and when required

JOB DESCRIPTION

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Corporate Management

- To maintain awareness of existing and proposed legislation and anticipate changes in best practice as they affect issues relevant to WCHG and take a proactive approach by recommending service changes to the Executive Director of Finance
- Contribute to Group-wide projects and improvement activities, providing advice, guidance and information on solutions to meet current and future business needs

Budget & Financial Responsibilities

- Responsibility for managing, monitoring spend against the annual budget in addition to any specific project budgets and dealing with potential cost overruns

Health and Safety Responsibilities

- To take a lead role in relation to the efficient and effective management of health and safety issues in own business area

Decision Making

- Prioritises work of the service area to ensure it meets operational service plans
- Applies a systematic approach to decision making and problem solving. Calculates and identifies risks involved in a particular course of action
- Has influence in shaping and determining changes to processes, policies and procedures
- Makes decisions in line with the WCHG's Value for Money commitment

General

- Promote and embed inclusion as an integral aspect of working for Wythenshawe Community Housing Group, leading by example as a manager
- To undertake training and attend meetings as agreed with line manager
- Ensure compliance with relevant legislation at all times
- Deliver services in accordance with Wythenshawe Community Housing Group's policies and procedures
- To assist in the preparation of reports and providing performance information in a timely manner
- To carry out any other duties which are consistent or commensurate with the role and/or as directed by senior management within WCHG
- To work agile with flexible working arrangements combining home and office working, using remote systems and rota planning to meet the needs of the business'

JOB DESCRIPTION

CONTINUED

Key Relationships

Internal

- Senior Leadership Team
- Procurement Team
- Operational Teams across WCHG
- Colleagues and service users

External

- Third party suppliers
- Partners / Agencies
- Contractors – providing agreed services on WCHG's behalf
- Customers



PERSON SPECIFICATION

Education & Qualifications

- Member of Chartered Institute of Purchasing and Supply (CIPS) or equivalent level of relevant experience
- Commitment to Continued Professional Development

Skills, Knowledge & Experience

- Minimum of 4 years working at a senior level in a procurement role in a Public Sector procurement environment
- A proven track record of leading/motivating staff teams and of continuous service improvement especially during difficult periods of change
- Proven experience of delivery of a procurement category strategy and benefits including financial savings and Risk Management
- Experience of interrogating procurement management information, analysing and interpreting results and applying the findings to appropriate procurement strategies
- Excellent analytical, time management, thinking skills and problem-solving abilities
- Project management skills and ability to apply methodology to day to day situations
- Detailed understanding and working knowledge of relevant legislation and regulations
- Communication and presentational skills - able to effectively present at meetings on a wide range of procurement matters to a variety of audiences
- Experience in the use of e-procurement systems and tools
- Ability to respond to service demands as directed
- Ability to work co-operatively with colleagues across all areas of the organisation



PACKAGE & BENEFITS

Westfield Health Foresight Plan – Level 3 health cover through opting in to this scheme you can reclaim up to £180 per year towards dental and optician fees or occupational therapies (physiotherapy & acupuncture up to £500 & chiropody up to £75).

Healthy living or Leisure learning benefit – you can claim up to £15 per month or £180 per year towards a gym or sports club or slimming club membership or exercise classes.

Salary sacrifice benefits - salary is sacrificed before tax and NI is calculated, which effectively means you save money and get the product or benefit at a discount

Childcare vouchers – you can claim up to £243 (or £124 if a higher rate taxpayer) per month through Computer share

Cycle to work scheme – this scheme is open all year around to choose a bike and bike equipment

The Computer and Car schemes - (24 or 36 months) are available to colleagues who meet the criteria and this means that you can have a car or a computer/tablet/iPad

Pensions – there are a range of pension schemes to choose from

GAYE (Give As You Earn) and MCU (Manchester Credit Union) - both charities WCHG works with. For GAYE you can opt to donate to a chosen charity direct from your pay and MCU offer a saving account and the option of applying for a loan

Additional benefits include:

- Maternity, paternity and adoption pay
- Generous annual leave entitlement (30 days + bank holidays)
- Paid professional memberships
- Social club membership and subsidised or free social events
- Catering facilities
- Free car parking
- Shower facilities at some sites
- £20 Trafford Centre voucher for special birthdays e.g: 18th, 21st, 30th, 40th etc

CONTACT DETAILS

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