



Procurement Manager

Candidate Information Pack

Prepared by Castlefield Recruitment

Welcome Message

Thanks for taking a look at the opportunities to join our Procurement team here at Home Group. It's a really exciting time to get involved.

We're a busy bunch who work closely with the rest of the business, focused on delivering great commercial results and brilliant outcomes for our customers. Home Group is one of the UK's biggest providers of housing, health and social care, with a turnover of more than £450 million.

Our work covers a mix of complex, high-value contracts across a wide range of categories. We use data to guide smart procurement decisions that make a real difference to the bottom line, while also finding ways to use our spending power for social good. We're looking for people who bring energy, curiosity and drive, and who want a role where they can shape better commercial results and help make a genuine difference in our communities.

Michael Westgarth
Director of Procurement and Supply



About Us

Home Group is a housing association with a difference. We are proud of our heritage as one of the nations largest providers of high-quality housing, integrated health and social care for people in the UK.

Our History

We've been making a difference to people's lives since 1935. Created in the North-East but now with a presence in England and Scotland. we support around 150,000 customers across 55,000 properties and have a turnover of £450 million and over 3,000 brilliant colleagues.

We're proud of our roots. but what keeps us going is what we're doing right now - making a difference to people and their communities and shaping the future of housing.

Our Services

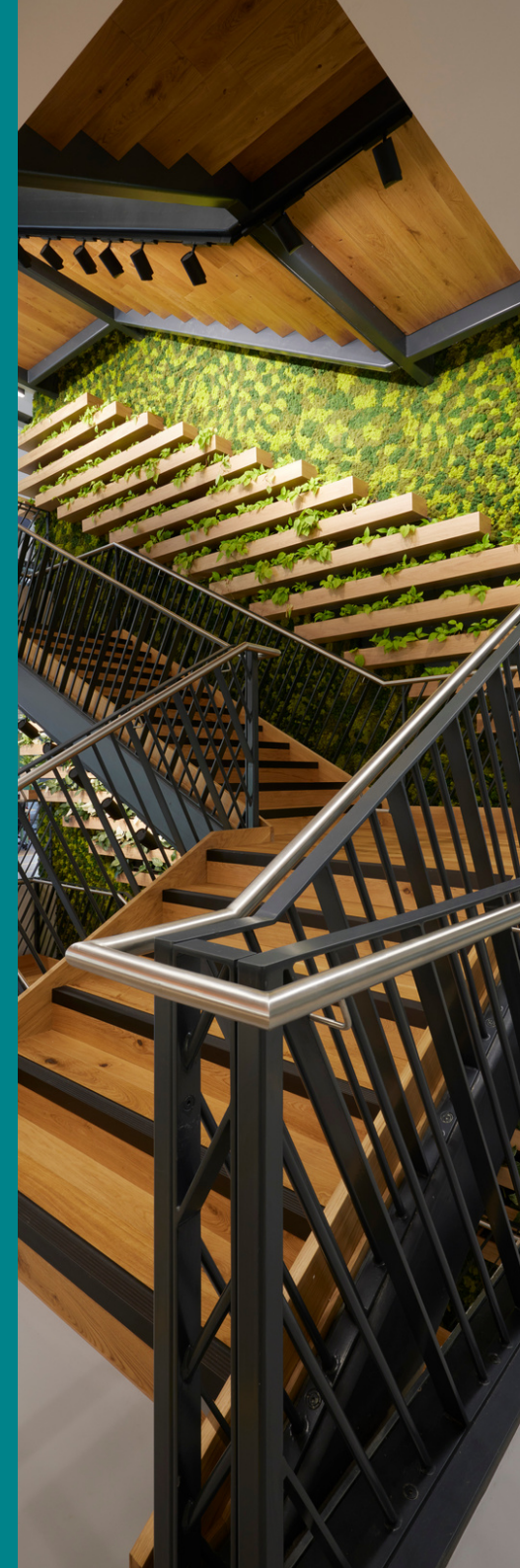
Home Group operates through three key business areas;

- **Operations** - delivering services to customer in rented. shared ownership. leasehold and supported markets.
- **Care** - the design and development of integrated health and care services.
- **Development** - building homes for outright sale, affordable housing and support housing.

The delivery of these services is assisted by support services which provide asset management. risk and assurance. compliance. health & safety, communications. marketing. strategy, business development. finance. human resources. company secretary. information systems. legal services and procurement.

Our Strategy

Our current strategy, launched in March 2022 is 'an evolution not revolution' of the previous five years, continuing our mission of building homes, independence and aspirations. The new strategic goals focus on customer outcomes rather than the pursuit of core targets, although we do have clear performance indicators which ensure colleagues are accountable and commercial in line with our values.



About Us

Our Mission

To build homes. Independence and aspirations.

Building homes

We will increase the number of homes of all types that we build. That means quality homes and places that people want to live in.

Independence

We want to make a difference to people's lives for the better. We will improve life chances for customers by offering training and employment opportunities to help them live independently with their lives.

Aspiration

We truly listen to our customers, if they want to own their own homes or achieve their personal goals, we will help them do just that.

Our Goals

These continue to support our mission.

- Delivering for our customers and communities
- Creating a vibrant customer focussed organisation
- Evolving our model of care and support
- Providing the right homes in the right place

Our Values

Our values guide every aspect of the way we work together, as board members and colleagues alike.

We believe our values support our delivery by being a cultural launch pad.



Equality, Diversity and Inclusion

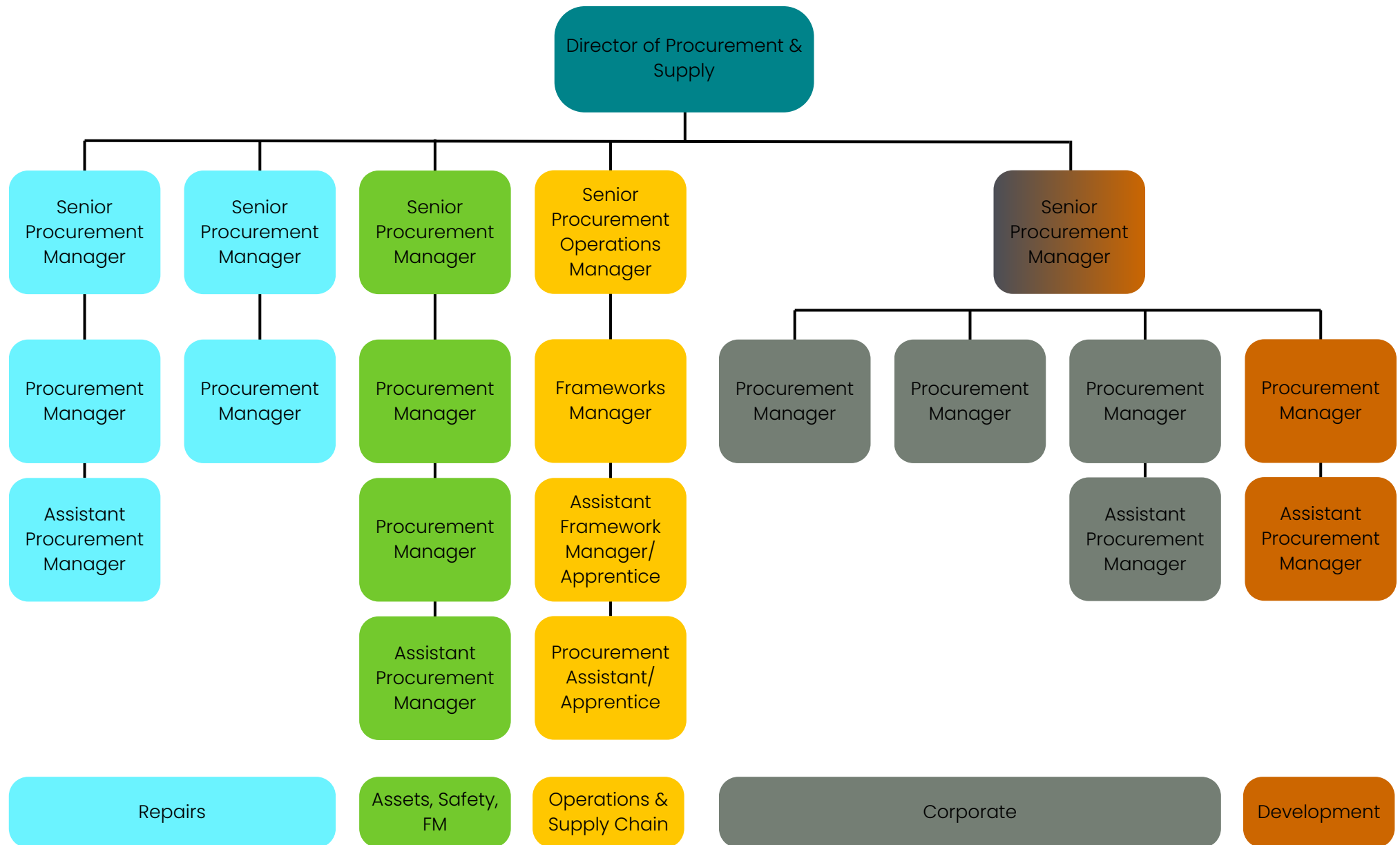
Great things happen when we can be ourselves at work, equality. We want all our colleagues and customers to feel they can be who they are, without fear of prejudice, discrimination or injustice.

We want everyone to be themselves and feel part of a great community, working together with common purpose.

We value each and everyone colleagues for who they are and the contributions that they bring to our customers. In fact, 93% of our colleagues have told us that our managers and senior leaders support equality, diversity and inclusion at Home Group (Great place to work, 2023).



Procurement Structure



Job Profile

Job Title	Procurement Manager
Reports to (job title)	Senior Procurement Manager
Job Reference No.	HOMEJD261
Salary	£48,000

The job in a nutshell

You'll develop and implement category strategies and tender processes for high value, spend categories to drive efficiency and value while ensuring compliance with policies. optimise external expenditure ensuring organisational adherence to procured arrangements. By providing clear, practical guidance, you support stakeholders at all levels across Home Group in securing value when buying goods, services and works, all while adhering to the appropriate regulations. You'll also manage relationships with major suppliers driving performance and improvements. Contributing to the progression of the Procurement team towards delivery of 'Best in Class' service to your stakeholders will be a key part of your role.

What success will look like

Significant cost benefits and efficiencies are delivered by successful management of the full procurement life cycle, improving the financial performance of the organisation. A strategic supplier base is established to deliver high quality, sustainable and value for money solutions to support the delivery of Home Group's strategy.

Sourcing solutions are in place to support the delivery of high-quality services and high-quality homes for our customers, through effective engagement of our stakeholders.

Commercial and governance rigour is provided for all expenditure and sourcing decisions within the remit of your role using tools that include the creation and delivery of category strategies.

Every tender that needs to meet the Procurement Act does exactly that. This happens because your advice, documentation, and attention to detail ensure we stay compliant at every step.

All contracts will have quantifiable and measurable benefits, working collaboratively with senior colleagues and non-procurement practitioners across Home Group guided through the sourcing process to ensure value for money and governance have been considered.

On all major expenditure projects, for works, products, or services the sourcing process will have been designed and led by a procurement professional to deliver a result that meets or exceeds all of our requirements.

Supply chain performance and continuous improvement is driven through effective contract management of strategic suppliers.

Person Specification

You'll already have these brilliant skills, qualifications and knowledge...

Transferable skills	
We are great influencers	• Understands our strategy and customers and is able to articulate the benefits of change. • Be curious, listens to understand your audiences situation or style. • Knows how to get the best out of those you work with.
We have an eye for detail	• Pays attention to the detail. • Has the appropriate skills and experience.
We know how the world works and our place in it	• Understands the direction we are taking and can explain the key decisions. • Understands the current challenges and asks what does this mean for me and those I work with? • Understands the external influences on Home Group and what our competitors are doing.
Technical qualifications, experience and knowledge	
Experience of leading sourcing and tendering	• Procurement professional who has led and delivered optimal sourcing strategies and solutions for high value categories to achieve a structured and resilient supply chain.
Varied experience in management of expenditure areas/categories	• Ability to identify issues through sound analysis and application of commercial acumen in all situations. • Experience of improving the performance of a supplier through the application of contract management/supplier performance management. • Experience in contract law and the ability to draft contracts with minimal support from legal professionals
Business Acumen	• Commercially minded with strong negotiation and influencing skills to deliver great outcomes with suppliers.

Person Specification

We'd also love you to have, or be brilliant at... (but don't worry if not)

You'll anticipate and embrace change while continually looking for improvements to support business efficiencies.

You'll be confident analysing data including financial information, delivering and reporting on benefit realisation, assessing the performance of suppliers, and undertaking market, product, supplier and organisational research.

You'll have strong stakeholder management skills, with the ability to influence and tailor messages to different audiences. This includes the ability to produce and deliver insight driven presentations and to effectively negotiate with internal and external stakeholders.

Also desirable are:

- Experience of in-depth category management
- Experience of working with the latest e-procurement and Purchase to Pay tools
- Experience of the Public Contract Regulations/Procurement Act
- CIPS qualification.

Other important stuff...

You'll be a budget holder?	No
You'll manage people?	Yes - up to 1 direct report
We all work flexibly at Home Group but the level of travel in this role is usually...	Occasionally

We're all accountable for...

Health and Safety of our ourselves and others; put simply this includes taking the time to complete all learning, understanding your role-specific responsibilities, working with reasonable care and taking steps to address and report problems related to Health and Safety.

Taking a proactive approach to your learning and development in order to be the best you can be. This includes understanding and keeping up to date with all of our relevant policies and processes as well as taking advantage of all the learning opportunities and resources available to you ... they're there for a reason but don't worry, we'll help keep you informed along the way.

Promoting equality, diversity and inclusion as a top priority at Home Group; leading by example in your actions and demonstrating our Brilliant People behaviours.

Keeping things compliant! You'll have role-specific and organisational goals but it's important you take these seriously and keep people and information secure and safe within the scope of doing your bit here at Home Group.

Comfortable operating in a modern digital workplace, including using digital tools to work collaboratively and productively

Benefits Package



Competitive Pay

Competitive salaries, annual pay awards and a mutual bonus payment are some of the ways we'll reward you.



A proper work life balance

Need to be home for a delivery, the school run or to walk the dog at lunch? We're ok with that. Flexible working and special leave means you don't miss out on the important life moments.



High street rewards & discounts

Stretch your pay further with rewards and discounts. Enjoy over 800 shopping discounts. Along with interest free loans, discounted breakdown cover and more. Also save on your day-to-day expenses such as the weekly shop. DIY projects or holidays and days out.



A health cash plan

This provides cover for everyday healthcare costs. Colleagues can claim these back, up to a maximum annual allowance for each benefit. It covers dental care, optical care, prescriptions and much more.



Globetrotter or homebird?

25 days annual leave (on top of bank holidays), rising a day a year up to 30 days. Fancy a little bit more? Then why not buy up to five extra days leave?



You're amazing and we want to shout about that

We love to shine the spotlight on our colleagues. Our annual Home Star awards, monthly Home Heroes and e-cards give you an extra "thanks" for doing a great job.



Help you build your retirement nest egg

No one wants to work forever, right? Plan for your future with our generous pension scheme. And our Life Assurance will give you and your loved ones peace of mind too.



When it's time to grow your family

Enjoy financial reassurance with our enhanced maternity, adoption, paternal leave and pay. When it's time to return to work, we'll help you ease into it. And we'll work with you to make your role as flexible as possible.

Benefits Package



Work with the latest tech

Our IT kits helps you get your job done, whether working from home, on the road or office based. Our dedicated IS team are on hand to help set up and keep you running.



We'll help you look after the pennies, so the pounds grow too

Our Financial Wellbeing support will help you manage your money even better. Save from your salary for life's bigger spends, such as well-deserved summer holidays.



Car Scheme

Fancy a brand-new set of wheels? Hit the road in style with our corporate car scheme.



Volunteer your time, on our time

Finding the spare time to volunteer can be tricky with work and life commitments. Don't worry; we'll give you two days of paid leave each year to help those who need it most.



Your wellbeing matters

To support you to be at your best, we offer a range of health and wellbeing support. Free counselling and advice, mental health first aiders, coaching and more. We're here for you when life throws a curveball.



Continuous learning

Be supported in your career with access to thousands of learning resources. Progress with our career development tools, talks, courses, and e-learning. And if you don't have them already, we'll help you achieve qualifications if required for your role.



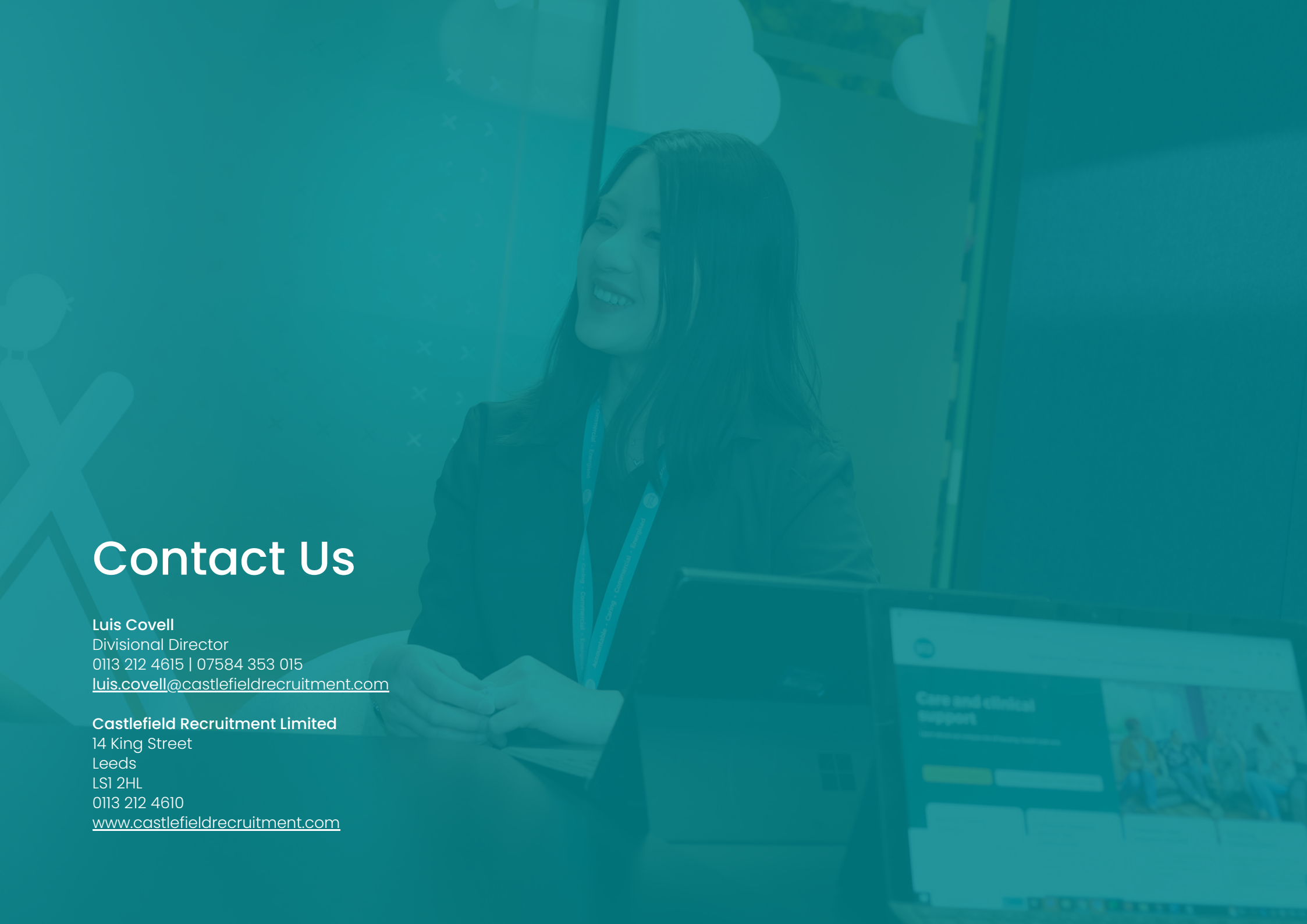
Climbing the career ladder

Whether you want to move up sideways, be the best you can be or start on a new career path, we'll help. Our careers toolkit will unleash your potential so you can build a brilliant career with us.



Flexible pay options

Colleagues get access to Wagestream, a money management app that gives access to a toolkit of services built around your pay. That includes accessing earned pay before payday and a high interest savings account directly from your wages.



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