

Role Profile

Role Title:	Head of Procurement
Department:	Finance and Resources
Role Purpose:	Reporting to the Director of Commercial Finance, the main purpose of this job is to lead on determining and implementing Midland Heart’s Procurement Strategy to ensure best value for money from our Procurement spend and regulatory compliance.
Reporting to:	Director of Commercial Finance
Responsible for:	Senior Procurement Manager Contract Manager (Utilities)
Disclosure level:	N/A
Role Level:	<u>Operational Leader</u>

Key Role Responsibilities	<ul style="list-style-type: none"> • Lead the development of Midland Heart’s procurement strategy and business plan and to have overall accountability for ensuring successful delivery of that strategy, always ensuring that it is aligned to the Midland Heart corporate strategy. • Establish centers of expertise in key areas across the organisation to support and maintain the highest professional standards of procurement practice across Midland Heart. • Ensure the Procurement Team members maintain and build new relationships with other public bodies so that its purchasing power can be harnessed to deliver value for money and savings through procurement collaborations. • Develop the profile and reputation of the Procurement function through building working relationships with key stakeholders within, and beyond Midland Heart, including but not limited to the Exec team. • Establish a framework for ensuring compliance with approved sourcing strategies, contracts, suppliers and processes, through training and awareness sessions, and by guiding departments in the most effective way of achieving their procurement requirements. • Define requirements and ensure the successful implementation of procurement processes and systems to improve efficiency and ease of carrying out Procurement activities. • Providing leadership and support to team members including objective setting; performance monitoring; coaching; training and development; building team spirit and celebrating success; visioning where the Procurement function – and the individual – need to get to over the next 12 months in order that it delivers in line with corporate strategy/priorities, identifying risks to delivery against plan and how these risks can be addressed Plan and oversee the professional development and training of staff within the Procurement Team and other staff who are authorised to carry out devolved Procurement.
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	<ul style="list-style-type: none"> • Ensure the provision of comprehensive, and relevant, management information to the Executive Board (including the 6 monthly procurement report) on procurement compliance and achievements against targets. • Keep up to date with legislation and developments in the procurement profession and advise the Director of Governance and Contracts on issues which might affect Midland Heart, including: <ul style="list-style-type: none"> ○ compliance with EU Procurement Directives & Public Contracts Regulations ○ compliance with all relevant Procurement law ○ compliance with legislation relevant to Procurement i.e. bribery act, modern slavery and human trafficking act etc. ○ compliance with internal Governance and Control framework • Represent Midland Heart on external bodies/ Purchasing Consortia • Represent the Procurement department and directorate on cross-functional projects/working groups. • Maintaining our Contract Management Framework, training programme and driving 100% compliance against our Contract Management Framework. • Ensure process are in place and check that they are working to provide assurance that our key contracts are delivering and will continue to deliver value for money. • Maintain an up to date Contract register recording all details of the supply contracts we hold and providing an "at a glance" view of key terms including contract duration. • Ensure we have a range of "fit for purpose" contracts which ensure we are signing contracts which clearly define what is to be delivered, the service standards required and provide a range of enforceable rights, appropriate to a customer organisation. • Implement agreed internal and external audit recommendations in relation to Procurement. • Demonstrate detailed knowledge and experience of the European procurement rules and of Midland Heart's standing orders and of how to select the correct procurement option in terms of competitive process to be followed and timescales which meet the business requirement. Ensures compliance of Procurement Function within law and procurement best practice. • Regularly check that Procurement services are meeting the needs of our customers. • Define stretching targets for the Procurement function each year and ensure that these are appropriately delegated to members of the Procurement team and that performance of team members is regularly checked and actions put in place where performance is not in line with targets.
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Education, Qualifications and Training	<ul style="list-style-type: none"> • Member of Chartered Institute of Purchasing and Supply – Professional Diploma (Level 6).
Knowledge and Experience	<ul style="list-style-type: none"> • Experience of managing a strategic Procurement function at a senior level. • Experience of development and implementation of strategic procurement strategy.

	<ul style="list-style-type: none"> • Demonstrable experience of building relationships both internally and externally as well as at all levels of an organisation in order to develop procurement provision. • Proven experience of budget management.
Role Specific Skills & Behaviours	<ul style="list-style-type: none"> • Strong organisational and project management skills. • Excellent analytical skills. • Excellent IT skills particularly in the use of Microsoft packages such as Word, Excel, Powerpoint, Outlook, e-tendering software. • Ability to develop and implement procurement strategies within the context of Midland Heart's wider strategic goals. • Excellent communication and stakeholder engagement skills. • Self-motivated. • Ability to interpret Public Sector Procurement to the best advantage of Midland Heart. • Strong leadership skills and motivator of people, providing support and challenge to team members and ensuring real clarity as to targets and priorities for each member of the team. • Sees the "big picture"; considers impact of actions. • Possesses a strong customer service ethos. Is flexible when circumstances change and keeps proposals and goals on track by changing the approach he/she takes. • Shows a well-developed understanding of the need for a team performance culture, with regular and effective monitoring of delivery against target by team members. Sets challenging but attainable goals aimed at significantly improving the performance of self and others. • Demonstrates a "can do" attitude to work issues/challenges and is perceived as someone who is solution oriented. • Maintains sound and strong relationships with internal clients at a variety of levels of seniority (including Heads and Directors). • Effective at building relationships with client departments to mutual benefit and at projecting the work of the Procurement function so as to maximise the perception of the team and the senior level support which it commands. • Advocate of continuous improvement. • Ability to travel between offices and attend regional / national meetings.