

UNISON

Job Brief: Procurement Manager

UNISON is the UK's leading public services trade union, with over 1.3 million members working in the public sector, private, voluntary and community sectors and in the energy services. We employ approximately 1,200 staff, with around 350 at our national centre in Euston in central London and the remainder in our 12 regions across the UK, including Northern Ireland.

UNISON is a dynamic, progressive union, committed to equality. We encourage men and women of all ages, Black and minority ethnic groups, disabled people, lesbian, gay, bisexual and transgender people to work with us.

Job Brief

UNISON is seeking a qualified and experienced professional to lead our procurement team.

The postholder will lead the procurement process and negotiate contract arrangements on behalf of UNISON, getting best value for money, and ensuring suppliers meet the union's ethical standards, and comply with the legal framework and UNISON's financial rules.

The successful candidate will:

- Have at least five years' experience in procurement, with at least two years in a lead role;
- Be able to demonstrate sound knowledge of contract law, and details of tender process;
- Have experience of managing and developing a team of staff;
- Have sound negotiating and persuading skills;
- Be an effective communicator, able to deal confidently with staff at all levels, and present proposals to senior managers and governance bodies;
- Have a proven track record of improving procurement processes and increasing efficiency.

The following will be desirable:

- MCIPS qualified, or working towards it
- Education to degree level
- Project management qualification or experience
- Experience of procurement for a public sector or not-for-profit organisation

**UNISON
PROCUREMENT MANAGER
UNISON CENTRE
REF: ORD/90**

JOB DESCRIPTION

GRADE: 3
HOURS: 35
LOCATION: UNISON Centre
REPORTS TO: Director of Systems Management Services

OVERALL SUMMARY

To negotiate, manage, and lead the Procurement process and negotiate contract arrangements on behalf of UNISON ensuring value for money at all times and compliance with UNISON Financial Regulations as applicable.

To manage the Procurement section including Car Fleet.

To review existing purchasing processes and recommend improvements.

Liaise with Finance on the management of the existing Purchasing Card arrangements.

To establish and maintain a national approved list of contractors including supplier vetting and monitoring.

KEY TASKS AND RESPONSIBILITIES

MANAGERIAL

Day to day management and supervision of the Procurement Team, and Car Fleet.

Management of the Contract Process, including negotiating, writing, monitoring, and managing contracts.

Providing advice and recommendations on contracts and best practice procurement to departments across the organisation.

Management of the Purchasing Process including the implementation and ongoing use of Purchasing Cards.

FINANCIAL

To undertake financial appraisals and contract and tender evaluations.

To monitor budgets.

COMMUNICATIONS / COORDINATION (Internal)

Liaising with the Head of Customer Support and IT Services regarding performance and measurement of IT and other contracts.

To work with the National Office Facilities Manager on contract arrangements.

Provide advice and guidance to the Property Department on contract issues.

Liaise with National Office departments, Regions and Branches providing information and advice on procurement issues.

COMMUNICATIONS / COORDINATION (External)

Liaising with IT Technical Support and Telecommunications Manager.

Liaising with the on-site IT Service Delivery Manager regarding third party contracts.

To negotiate with external suppliers.

Links with other Trade Union organisations.

DEVELOPMENT / STRATEGIC

Liaison with Finance on the use of Purchasing Cards.

Establish Approved List of Contractors including vetting procedures and performance measurement and monitoring.

Maintenance of National Contracts Data Base.

To support the Director of Systems Management in developing procurement strategies.

SPECIALIST / TECHNICAL

Negotiation, writing, and monitoring of Contracts.

Negotiation of procurement arrangements.

Providing advice to departments on the production of specifications and service requirements.

Advising and managing the tender procedures and process in accordance with UNISON Financial Regulations.

**UNISON
PROCUREMENT MANAGER
UNISON CENTRE
REF: ORD/90**

PERSON SPECIFICATION AND SELECTION CRITERIA

UNISON is an equal opportunities employer, committed to providing equal opportunities regardless of race or ethnic origin, gender identity, family situation, sexual orientation, disability, religion or age. This person specification is designed to help members of Interviewing Panels judge the qualities of interviewees in a systematic and consistent way and in accordance with UNISON's equal opportunities policy. It is given to all job applicants for information.

Heading	Selection Criteria	Assessment
1. Thinking	1.1. Strong negotiating and influencing skills 1.2. Highly developed commercial and procurement acumen 1.3. An understanding of ethical procurement applied to suppliers and supply chains, balancing value for money with acceptable risk and reputation management in a Trade Union context 1.4. Experience of and ability in complex problem solving with a proactive approach to finding solutions including: <ul style="list-style-type: none"> a. Analysis of complex information including project documentation, and financial information b. Strategy development c. Development and implementation of performance standards including monitoring & evaluation 1.5. Experience of handling complex data sets to draw conclusions and make recommendations. 1.6. Experience of operating and influencing effectively in a political environment	A & PI A & PI PI A & PI A & PI A & PI
2. Interpersonal & Communication	2.1. Ability to produce clear and easily understood written reports utilising data and information as necessary. 2.2. Excellent communication skills with proven track record of dealing with	A & PI A & PI

	<p>external suppliers, senior management and lay members.</p> <p>2.3. Experience of influencing people at all levels, internally and externally including</p> <ul style="list-style-type: none"> • Strong presentation skills • Ability to produce coherent reports on complex issues <p>2.4. A track record of effective team working in a corporate management structure</p> <p>2.5. Confident in deputising for the Director of Systems Management in meetings with Senior Managers, or attending lay committees.</p> <p>2.6. Ability to represent the section in specialist areas, including in the monitoring and development of UNISON's Modern Slavery Policy</p>	<p>A & PI</p> <p>A & PI</p> <p>PI</p> <p>PI</p>
3. Initiative & Independence	<p>3.1. Ability to work successfully and achieve results with minimal supervision.</p> <p>3.2. Ability to manage and prioritise work under pressure.</p> <p>3.3. Proven track record of delivering reliably to tight deadlines and, to work in a flexible way.</p> <p>3.4. Ability to act as an advisor to senior managers and senior lay committees</p>	<p>A & PI</p> <p>A & PI</p> <p>A & PI</p> <p>PI</p>
4. Staff Management	<p>4.1. Effective communicating and team working skills.</p> <p>4.2. Ability to manage and develop staff, including workload management and prioritisation</p> <p>4.3. Experience of managing cross-departmental teams including co-ordinating the work of others not in direct reporting relationship</p>	<p>A & PI</p> <p>A & PI</p> <p>A & PI</p>
5. Resource Management	<p>5.1. Ability to negotiate, place and manage purchasing arrangements and contracts with external providers of goods and services.</p> <p>5.2. Ability to ensure value for money and the effective use of resources</p> <p>5.3. Experience of managing complex</p>	<p>A & PI</p> <p>A & PI</p> <p>A & PI</p>

	<p>programmes and projects</p> <p>5.4. Ability to monitor budgets including preparation and monitoring resource control</p> <p>5.5. Ability to produce reports and to utilise them to advise managers on strategic plans.</p> <p>5.6. Evidence of prioritisation and time management skills</p>	<p>A & PI</p> <p>A & PI</p> <p>A & PI</p>
<p>6. Physical Skills <i>(with reasonable adjustments where required)</i></p>	<p>6.1. ICT skills</p> <p>6.2. Draft own reports/correspondence/keep electronic diary</p>	<p>A & PI</p> <p>A & PI</p>
<p>7. Specialist Knowledge</p>	<p>7.1. Comprehensive understanding of Procurement, and its relationship with corporate governance and financial capital</p> <p>7.2. An experienced procurement professional with at least 5 years' experience of purchasing and contract negotiation at senior level.</p> <p>7.3. Knowledge and experience of Purchasing Cards.</p> <p>7.4. Knowledge of basic purchasing and procurement techniques.</p> <p>7.5. Knowledge of basic contract law.</p> <p>7.6. Knowledge of programme and project management methodologies, such as PRINCE2 and MSP</p> <p>7.7. In-depth understanding of the role of trade unions and the national and local social and political environment in which the union operates</p> <p>OTHER</p> <p>Educated to degree level desirable.</p> <p>Membership of CIPS desirable.</p>	<p>A & PI</p> <p>A & PI</p> <p>A & PI</p> <p>A & PI</p> <p>A & PI</p> <p>A & PI</p> <p>A & PI</p> <p>A</p> <p>A</p>