

## **UNISON**

### **Job Brief: Procurement Manager**

#### **Introduction**

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.

#### **Procurement Manager role**

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**

**REPORTS TO:** Director of Systems Management Services

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**KEY TASKS AND RESPONSIBILITIES**

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**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.

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**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.

<b>Heading</b>	<b>Selection Criteria</b>	<b>Assessment</b>
<b>1. Thinking</b>	1.1. Strong negotiating and influencing skills	A & PI
	1.2. Highly developed commercial and procurement acumen	A & PI PI
	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	A & PI
	1.4. Experience of and ability in complex problem solving with a proactive approach to finding solutions including:	
	a. Analysis of complex information including project documentation, and financial information	A & PI A & PI
	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		
<b>2. Interpersonal &amp; Communication</b>	2.1. Ability to produce clear and easily understood written reports utilising data and information as necessary.	A & PI A & PI
	2.2. Excellent communication skills with proven track record of dealing with external suppliers, senior management and lay members.	A & PI



