

JOB DESCRIPTION

Procurement and Contract Manager

Post Ref	5.7.1.1
Reporting To	Associate Director Finance
Pay Band	SEO
Line Management, Accountable For	N/A
Budget Management	N/A

Job Purpose:

To provide an effective procurement function for Ofqual, providing governance, advice and guidance to colleagues engaging in procurement activity.

To provide contract management advice to the organisation, ensuring that arrangements are in place for effective contract management.

To manage high value/high importance contracts as required to ensure that Ofqual meets its contractual obligations to the Supplier, identify and manage risks that may arise through the operation of the contract and implements robust financial and operational controls.

The role will formally report to the Associate Director Finance. For the NRT project, the role will be directly accountable to the Director, National Reference Test Project or the nominated Associate Director.

Key Accountabilities:

- The role will formally report to the Associate Director Finance. For contract management of individual projects, the role will be directly accountable to the Director or the nominated Associate Director for that contract.
- Maintaining an up to date contract register for Ofqual and a plan of procurement activity.
- Provide advice and support for all procurement activity in excess of £10,000.
- Provide advice to contract managers on their responsibilities.
- Produce and maintain internal guidance documents and training on procurement and contract management.
- Develop and implement robust and effective policies, processes, procedures and systems to support the operational effectiveness of Ofqual in relation to procurement and contracting.

- Maintain the organisation's relationship with Crown Commercial Services to ensure all appropriate guidance is received and attend relevant procurement updates.
- Access the relevant Government frameworks and contracts.
- Work with Ofqual's legal team to agree updates to contract and purchasing documentation and to agree the implementation of regulation/legal changes.
- Provide the procurement governance for Ofqual ensuring that the organisation works within the legal, regulatory and policy constraints associated with being a public body. This includes ensuring external compliance with the UK and EU legislation and regulations as well as adhering to more general public body requirements such as transparency, stewardship and security of funds and other relevant Government guidance and regulations.
- Actively manage specific corporate contracts.
- Proactively manage Ofqual's relationship with suppliers through formal and informal processes and communications.

Corporate Accountabilities:

- Leading by example as a role model for Ofqual's values and professional standards.
- Driving the delivery of business and corporate plans for your own areas of responsibility.
- Managing individuals or teams through line management and/or matrix management arrangements as required, ensuring under performance is managed and adequate resourcing is planned to meet objectives.
- Driving continuous improvement within your own areas of responsibility.
- Taking a proactive approach to risk management, ensuring risks and issues are identified, addressed and reported and, where appropriate, escalated.
- Managing delegated resources (e.g. budgets, equipment and contracts) as appropriate, to ensure value for money.
- Being fully aware of and actively complying with Ofqual's policies and procedures relevant to your own responsibilities and to corporate policies and procedures including equality, sustainability and the environment, health and safety and data protection.
- Performing any other reasonable duties as directed by line management.

This list should not be regarded as exhaustive and the post holder will be expected to deliver other duties relevant and appropriate to this post.

PERSON SPECIFICATION

Experience

Criteria	Essential (E) or Desirable (D)
Experience of leading a procurement function in an organisation of similar or greater size and complexity to Ofqual	E
Experience of supplier and contract management including where services have been delivered through a contractual structure of prime and sub-contractors	E
Experience of working in a project environment where development activities have been outsourced to a supplier	E
Experience of working in an environment where a significant contribution to the overall success depended on services contracted to an external supplier	D
Experience of supplier and contract management where the purchaser is a public sector body	D
Experience of managing risk	D

Skills and Abilities

Criteria	Essential (E) or Desirable (D)
Strong communication and inter-personal skills with the ability to work effectively and collaboratively with colleagues and external parties	E
Flexible and resilient; able to work under stress and tight deadlines both independently and with others	E
Strongly analytical, with well-developed problem solving skills	E
Well-developed negotiating skills, applied in a supplier-management environment	E
A good organiser with a natural ability to plan and organise self and work in order to achieve objectives and targets	E
Good command of written English	E
Has a flexible approach to change, is able to work effectively in a variety of situations, seeks improvements and looks to the future	E
Able to use Microsoft Office products proficiently, in particular MS Excel	E
Able to construct and use financial models to analyse options and to present alternative scenarios	D

Knowledge including qualifications

Criteria	Essential (E) or Desirable (D)
Educated to Degree Level or have relevant management experience	E
CIPS qualified or equivalent degree/diploma in a relevant subject.	E
Knowledge of English Contract Law, and, EU and Government procurement regulations	E

Knowledge and understanding of accounts of commercial organisations	E
Knowledge of the education sector and the qualifications market	D

You will be required to evidence the essential criteria in your application, and if successful, at interview. Additionally you may also be required to complete online tests, exercises, scenarios and/or psychometric testing.