



Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definite list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the post holder.

Job title: Category Procurement Manager

Department/Division: Finance Division

Accountable to: Director of Procurement

Job Summary:

The aim of this role is to provide a sustainable procurement service for the School, ensuring efficient and effective customer service and external supplier performance, in alignment with the School's procurement strategy as assigned by the Director of Procurement. We are particularly looking for someone with strong project management skills, able to write and deliver presentations, comfortable with excel and willing to learn our ways of doing things (whilst teaching us new tricks along the way in return).

The postholder will also:

- Make continuous improvements to help the School achieve its overall objectives through best procurement practice acquired from their continuous professional development, achieving value for money and quality of goods and services, right first time.
- Develop targeted approaches to market through agreed (with Director of Procurement and other senior stakeholders) category specific procurement strategies to meet the School's strategic objectives and enhancing the School wide procurement strategy.
- Be considered an Expert in procurement by both internal and external stakeholders, providing professional procurement advice for complex matters, including procurement legislation as it applies to Consortia Framework agreements or grant conditions, LSE Financial Regulations, Procurement Policy, Market intelligence/early market engagement tactics, sourcing options analysis & appraisal, contract negotiation & formation, and ongoing supplier relationship management (SRM).
- Represent the School on procurement matters as they relate to their portfolio at national procurement groups, including and not limited to the Higher Education Procurement Academy or the London Universities Purchasing Consortium.
- Apply their market specific knowledge, identifies opportunities for the School to achieve greater Value for Money (VFM) through expert analysis and interpretation of transactional data making recommendations to Divisional Directors.
- Lead on SRM/ Contract Management with the School's key suppliers within their category portfolio.
- Provide supervision, day to day support and procurement technical expertise mentorship over the other procurement team members who manage the P2P system or provide support to category



managers on a day to day basis.

Duties and Responsibilities

Using the expert knowledge acquired from the highest level of training and therefore chartered status membership of the Chartered Institute of Procurement and Supply (CIPS) the MCIPS status candidate will provide procurement training, professional procurement support and advice for the tendering of high value/critical contracts, including advice on drafting specifications; sourcing suitable suppliers; evaluating responses; clarification; contract award; supplier de-brief; and undertaking post-tender negotiation with potential suppliers.

Advise senior School stakeholders on the most appropriate procurement route to deliver the most efficient outcome for the School in consideration of the *de minimis* principle as it applies to public procurement at LSE, thus ensuring best practice is maintained and adherence to the School's Financial Regulations and Procurement Procedures.

Be considered by LSE senior stakeholders as an Expert in procurement matters and will provide in-depth technical legal advice on Procurement Procedures and best practice (including when Procurement Regulations and/or legal rules apply such as TUPE).

Provide Expert advice on contract law, construction of contracts, contract variations, and contractual disputes.

Review and provide advice on terms and conditions for ad-hoc departmental purchases and agreeing amendments to ensure the best interests of the School are maintained.

Provide advice on Ethical and Sustainable Procurement issues and strategies.

Undertake the lead procurement advisory role in evaluation and supplier clarification meetings.

Offer sound advice on the use of preferred suppliers and available public sector framework agreements and the specific legal processes required for contract call-off.

Undertake continuous professional development to keep up to date with legislative changes and procurement best practice.

Act in the capacity of "Subject Matter Expert" and "Super User" to provide user support for the Schools purchase-to-pay system (OneFinance).

Communication

Receive and deal with requests for advice from customers and suppliers in an efficient, effective and courteous manner.

Give quick and simple advice to customers regarding the interpretation of our Financial Regulations and Procurement Procedures and achieving value for money.

Deliver and develop training to diverse audiences using a variety of media and tailoring as required to communicate complex technical issues to non-technical end-users.



Hold regular meetings with critical suppliers to monitor their performance, costings and quality standards.

Negotiate face to face with suppliers to obtain best terms for the LSE.

Inform budgets holders/controllers of instances where staff are not using School tendered contracts or misusing them.

Represent the School at LUPC commodity user group meetings.

Assist the Director of Procurement in preparation of information/reports for senior management.

Use email effectively; keep own diary and book meetings using MS Outlook. Write letters and correspondence.

Deal with "cold calls" from prospective suppliers in a courteous but firm manner.

Use the Bravo contracts register & e-tendering system to manage the procurement process and register contracts.

Offer commercial advice and guidance to more junior colleagues of the team.

Work closely with the senior School stakeholders such as Director of sections or directors in order to effectively manage and monitor the buying processes across the School.

Teamwork and Motivation

Prioritise and implement departmental work, showing ability to plan use of time and react to change in a flexible way. A good team player who can prioritise workload across the team, monitoring progress and adapts plans to ensure objectives of the procurement team are met.

Lead procurement projects consultatively and proactively across-divisional teams in procurement projects.

Liaison and Networking

Undertake networking on a formal and informal basis with other procurement professionals e.g. with members of London Universities Purchasing Consortium (LUPC)

Maintain effective relationships with key suppliers in order to stay informed of industry developments as they relate to School business and be able to call for their assistance when the School needs support most.

Contribute to effective information sharing through meetings, visits, conferences and committees, and preparation of reports and presentations; to follow through on discussions and decisions to keep internal and external stakeholders positively engaged

Attend and present at relevant procurement conferences on best practice procurement methods, such as framework launch events where the postholder was a member of the user intelligence group.



Service Delivery

Develop School-wide contracts which are carefully constructed with clear and concise specifications, service level agreements that link directly to key performance indicators, service credit systems and monitor supplier's performance against these either directly for key contracts or through surveys.

Manage both internal and external customer expectations and provide technical support for procurement or contract management matters.

Plan, organise and be proactive in the renewal of contracts allowing an adequate timeframe for contracts to be retendered.

Build, maintain and progress relationships with suppliers and internal customers and help to deliver a common message to promote best procurement practice in the LSE.

Oversee testing and sign-off for the annual upgrade of key procurement systems including the purchase-to-pay system (OneFinance) when new and improved functionality is installed.

Initiative and Problem Solving

Using expert negotiation skills, solve problems that arise from contracts or at contract renewal.

Be an expert in managing conflict and resolving effectively as appropriate.

Recognise opportunities to save money for the School by thinking differently, acknowledging different information requirements and tailors the message/business case accordingly.

Implement long term solutions for recurring problems and introduces innovations to streamline procedures e.g. improvements to Financial Regulations, establishment of service level agreements with key departments.

Supervision

Provide line management support to other procurement team members.

Cover the management of the procurement team when the Director of Procurement is absent.

Financial Responsibility

Support the School bottom line through demand management and identifying new ways to lower costs. control significant influence on all budgets for goods & services, rather than a single School budget.

Flexibility

To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the exigencies of service. Job roles may also naturally develop over time and ongoing substantial changes to a role will be discussed between line managers and their staff, with job descriptions updated as and when appropriate.

Equity, Diversity and Inclusion (EDI)

LSE is committed to building a diverse, equitable and truly inclusive university. All posts (and post holders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and economic background.



Ethics Code

Posts (and post holders) are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The Ethics Code clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in the Code. As such you are required to read and familiarise yourself with it. The School's Effective Behaviours Framework is designed to support this Code. It sets out examples for the six behaviours that all staff are expected to demonstrate, these can be found on the following link: [click here](#)

Environmental Sustainability

The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.