**JOB DESCRIPTION**

This form summarises the purpose of the job and lists its key tasks

It may be varied from time to time at the discretion of the University in consultation with the postholder

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| **Job Title: Deputy Director of Procurement** | **Job ref no: FIN 0212-25** |
| **Grade: 8** | **Department: Finance** |
| **Accountable to: CFO** | **Responsible for: Central Procurement function** |

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| **Job summary:**  The role has been created to lead the evolution of our procurement function, transforming it from a compliance-based process into a stakeholder-centric, technology-driven, and value-focused function. This leader will inspire trust, foster collaboration, and win the hearts and minds of internal and external stakeholders by delivering cost savings, enhanced value, and user-friendly processes.  A major part of the role will be to ensure that procurement is integrated into decision making at an early stage via strong stakeholder engagement. The role will leverage healthy relationships across all stakeholders to build and maintain a strategic forward plan enabling procurement to realise all value creation opportunities as they arise.  Acting as the subject matter expert on contracting terms and buying practices, the role holder will challenge needs analysis and processes to ensure optimal efficiency and deliver year on year cash savings in operational and capital budgets. |
| **Competency:** Strategic Transformation  **Key tasks:**   * Review and redesign the procurement function to prioritize stakeholder needs, streamline processes, and eliminate inefficiencies. * Develop and implement a procurement strategy aligned with organizational goals, focusing on cost savings, value creation, and operational excellence. * Leverage cutting-edge technologies (e.g., AI, automation, e-procurement platforms) to enhance efficiency, transparency, and decision-making. |
| **Competency:** Stakeholder Engagement  **Key tasks:**   * Build strong, trust-based relationships with internal teams and external suppliers to ensure procurement is seen as an enabling function and a collaborative partner. * Create intuitive, user-friendly processes that empower stakeholders, simplify interactions, and drive adoption. * Champion a customer-first mindset, ensuring procurement is approachable, responsive, and solution-oriented. |
| **Competency: Cost Savings & Value Creation** **Key tasks:**   * Identify and deliver significant cost savings through strategic sourcing, supplier negotiations, and contract optimisation. * Train and support contract owners with managing their contracts effectively. * Drive better value by balancing cost, quality, and sustainability in procurement decisions. * Implement metrics and KPIs to track and communicate procurement’s impact on the organisation’s operating contribution and strategic objectives. |
| **Competency: Technology & Innovation**  **Key tasks:**   * Evaluate and integrate advanced procurement technologies to automate manual tasks, improve data analytics, and enhance supplier management. * Stay ahead of industry trends, adopting innovative tools and practices to keep the procurement function future-ready. * Train and upskill the procurement team to leverage technology effectively. |
| **Competency: Strategic Leadership, Management & Culture**  **Key tasks:**   * Lead, mentor, and inspire a high-performing procurement team, fostering a culture of collaboration, innovation, and accountability. * Promote a positive, service-oriented team environment that aligns with the goal of winning hearts and minds. * Ensure staffing (recruitment and talent management) plans are developed and maintained for the Department, including appropriate operational objectives for departmental staff that align with institutional level objectives. * Develop talent through coaching, training, and clear career development paths. * Ensure the team are managed in a way that they take responsibility for their health and safety and comply with legally required processes * Ensure effective communication of the University’s activities to all staff, and feedback departmental views and needs to the CFO. * Deliver on the University’s commitments to equality and diversity and wellbeing |
| **Competency: Compliance & Risk Management**  **Key Tasks:**   * Ensure procurement processes comply with regulatory requirements, organisational policies, and ethical standards. * Ensure procurement processes balance regulatory, operational and value for money requirements. Establishing internal process that enable both flexibility and compliance. * Proactively manage supplier and market risks, ensuring resilience and continuity in the supply chain. * Embed sustainability and diversity goals into procurement practices. |
| **Competency: Planning & Organisation**  **Key Tasks**   * Engage in the University’s strategic planning cycle and associated objectives * Ensure effective contribution of departmental staff to the University’s objectives * Through the annual budget process, advise the CFO and Director of Finance on the needs of the Procurement team and budgets. Take responsibility for the management of budgets as appropriate |