



THE ROYAL BRITISH LEGION

JOB DESCRIPTION

Job Title: Procurement and Contract Manager (Marketing, Fundraising and Remembrance)

Reporting to: Senior Procurement and Contract Manager

Role Purpose: To procure a diverse range of commercial contracts for the Legion. This will include direct support to internal clients across the organisation to scope their contract requirements, design suitable procurement strategies and identify best-fit supply partners taking into account both technical and commercial requirements and value for money.

Key Responsibilities:

- Assisting with the implementation and growth of a new Procurement and Contract Management function.
- Establish client requirements, lead the investigation, development and implementation of strategic category plans, benchmarking and cost analysis techniques.
- Lead tender and market engagement activities to ensure third party requirements are fit for purpose and deliver value for money for TRBL;
- Deliver business objectives by providing competent, professional expert leadership in tendering, negotiations and subsequent supplier management.
- Proactively predict and identify potential supply issues and act to avoid their occurrence.
- Partner and engage closely with the fundraising, marketing and remembrance functions to support their requirements;
- Manage procurement activity risks by acting as an advocate to promote and deliver compliance and legal requirements within agreed group policies;
- Build high functioning, trusting relationships with clients to develop the organisation's understanding of procurement and contract compliance.
- Manage key contracts within fundraising, marketing and remembrance spend areas to ensure delivery and that value and risk are closely monitored;
- Other - Undertake any other duties that may be required within the scope of the job role, its title and grading as required by the Head of Procurement and Contract Management. This may require travel to other Legion locations including occasional overnight stays. The job description will be reviewed on a regular basis and remain subject to amendment in consultation with the post holder.

This job description reflects the current requirements of the role. As duties and responsibilities change and develop, this will be reviewed and will be subject to amendment in consultation with the post-holder.



GENERAL - (to be included in all Job Descriptions)

- To implement the Equal Opportunities Policy into your daily activities.
- To be responsible for your own health and safety and that of your colleagues, in accordance with the Health & Safety at Work Act (1974) and relevant EC Directives, including reporting any health and safety hazard immediately you become aware of it.
- To work in accordance with the Data Protection Act (1998) and to ensure all new systems are reported to the Data Protection Officer.



PERSON SPECIFICATION

CRITERIA	ESSENTIAL / DESIRABLE	HOW TO BE MEASURED APPLICATION/ CERTIFICATE/ ASSESSMENT/ INTERVIEW
QUALIFICATIONS		
Fully qualified Member of the Institute of Purchasing and Supply (MCIPS) or working towards	D	Application/verification of membership
Educated to Degree Level or significant relevant sector experience	D	Application/Certificate
KNOWLEDGE & EXPERIENCE		
Significant experience of managing procurement exercises up to and in excess of £1 Million per contract	D	Application/Interview
Demonstrable experience of Procurement Strategy and Planning	E	Application/Interview
Demonstrable experience of undertaking Market Testing, Data Analysis and Benchmarking	E	Assessment/Application/ Interview
Demonstrable experience of Supply Chain Management and supporting Documentation (PQQ's, ITT's)	E	Application/Interview
Knowledge of Procurement Finance (including whole life costing and asset disposal)	E	Assessment/Application/ Interview
Experience of undertaking Performance Measurement in a procurement capacity	E	Application/Interview
COMPETENCIES		
Commercial Awareness – Level 2	E	Assessment/Interview
Relationship Building - Level 2	E	Interview
Adaptability and Learning - Level 2	E	Interview
Influencing and Effecting Change - Level 2	E	Interview
Analytical Problem Solving - Level 2	E	Assessment/Interview
SKILLS & ATTRIBUTES		
Effective communication skills – written and verbal	E	Assessment/Interview
Effective interpersonal skills – able to engage effectively with a range of audiences	E	Assessment/Interview
Strong planning and organisational skills - able to prioritise workload effectively	E	Interview
Strong team player - able to work effectively with diverse client groups	E	Interview
Strong IT skills – competent user of MS Office and familiar with in-house database systems	E	Assessment/Interview
Empathy with mission and values of the Legion	D	Interview