



Job Title: Head of Procurement

Unit/School: Finance Directorate

Grade: 9A/B

HERA: FIN33

## Core purpose of role

The Head of Procurement is responsible for delivering an effective, efficient, legislatively compliant procurement function that addresses all aspects of sustainability and social responsibility, whilst ensuring the University achieves value for money in all its non-pay expenditure.

Reporting to the Director of Finance, this senior post will lead the Procurement team in the continued development and delivery of a proactive, customer-focussed and professional procurement function that manages all aspects of the University's procurement activity. This is a key post that will contribute to the ambitions of the University's Strategic Plan 2030.

## Key responsibilities and contributions

- Ensure all procurement activity is aligned to the University's strategic goals, is legislatively compliant, appropriately addresses all forms of sustainability and encompasses good practice.
- Lead and manage the Procurement team staff members, offering guidance, support and assistance where required.
- Leading the Procurement team's contracting activity for goods and services as required by the University and, where appropriate, as a contribution to the collaborative contracting activities of Higher Education Purchasing Consortia.
- Utilising your expertise to identify appropriate procurement procedures for each requirement, drafting of suitable procurement documentation, alongside tender evaluation and recommendations.
- Promote and develop the university's approach to delivering value for money through procurement activities, ensuring value maximization for the University.
- Lead the University contract and performance management activity, ensuring appropriate supplier performance and effective supplier / customer relationships throughout the contract term.
- Develop, implement and maintain policies and procedures covering all aspects of procurement, supply chain and related activity, ensuring these meet University needs whilst reflecting relevant UK and Welsh Government procurement policy initiatives. This activity will embrace all aspects of sustainability and social responsibility.
- Lead the University's contribution to, and achievement of benefit from, collaborative procurement activity. This will include consideration of a 'Shared Service' approach.



- Develop and maintain positive working relationships with all University schools and professional services to facilitate positive interaction in both tactical and strategic procurement activity.
- Lead the University's utilisation of procurement related systems, including purchase to pay (P2P), sourcing, e-marketplace, on-line PCard management and notice publication, ensuring the University maximises the benefits from the utilisation of these systems.
- Draft reports as required on all aspects of the University's procurement activity for Executive and Governor level presentation and as required to satisfy Welsh Government and funding council efficiency and effectiveness reporting requirements.
- Develop and maintain an internal customer focused approach to Procurement within the university that facilitates decision making. Ensure procurement information and guidance provided through University intranet and internet pages is clear and concise and provide training as required.
- Monitor all aspects of the efficiency and effectiveness of the University's procurement activity and instigate proposals to vary and improve this activity.
- Provide guidance on commercial and business matters relating to procurement, including make vs buy considerations.

## **Person specification**

### **Essential qualifications / Professional memberships**

- Degree-level education (or equivalent professional experience).
- Full membership of a recognised Procurement professional body (e.g., CIPS)

### **Essential experience, knowledge and skills**

1. Significant experience of Procurement operations in a large, complex organisation.
2. An extensive knowledge of all aspects of procuring and managing contracts for the supply of a diverse range of goods, services and capital projects.
3. A practical working knowledge of current contract law as it relates to procurement and supply chain management.
4. Familiarity with the Public Contracts Regulations, with Welsh Government procurement policy initiatives and general HE sector policy.
5. Demonstrable record of success in the development and utilisation of procurement systems, including the development of customer focussed systems and the ability to challenge existing processes, behaviours and cultures within an organisation.



6. Commercial awareness and understanding of strategic objectives and business drivers, including the ability to identify and manage commercial, operational and reputational risk. Good communication and interpersonal skills, both oral and written; strong analytical skills and IT literate.
7. Experience in a senior procurement role to include drafting tenders / contracts and drafting / implementing policies and procedures.
8. Familiarity with managing the procurement aspects of a finance / purchase to pay system (P2P), including system developments.
9. Proven track record in process re-engineering and delivering operational improvements.
10. Strong understanding of financial regulations, compliance, and control frameworks.
11. Experience of staff supervision / management and developing staff capability.
12. Excellent communication skills, able to explain complex concepts to non-finance audiences and an ability to influence and negotiate effectively across organisational boundaries.

**Desirable**

1. Experience in Higher Education Procurement operations.

**Welsh skill requirements**

Welsh is essential to our students and staff and is a key part of our provision and services. For every position at Cardiff Met, proficiency in Welsh language is either essential or desirable. You can find information about the levels by viewing our booklet: [Welsh language skills levels](#). If a skill is listed as essential in the table below, please ensure you demonstrate this in your online application form.

| Language level and general descriptor   | Listening | Reading   | Speaking  | Writing   |
|---|-----------|-----------|-----------|-----------|
| <b>A1 – Beginner</b><br>Can understand and use familiar everyday expressions and very basic phrases in Welsh. | Desirable | Desirable | Desirable | Desirable |
| <b>A2 - Basic user</b><br>Can deal with simple, straightforward information and communicate in basic Welsh.   |           |           |           |           |



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| <p><b>B1 - Intermediate user</b><br/>Can communicate, to a limited level, in Welsh about things that are familiar and/or work related.</p>                   |  |  |  |  |
| <p><b>B2 - Upper intermediate user</b><br/>Can express myself in Welsh on a range of topics and understand most of a conversation with a native speaker.</p> |  |  |  |  |
| <p><b>C1 - Fluent user</b><br/>Can communicate fluently in Welsh.</p>  |  |  |  |  |
| <p><b>C2 - Master user</b><br/>Can communicate fluently on complex and specialist matters in Welsh.</p>  |  |  |  |  |

**Disclosure & Barring Service requirements**

This post does not require a DBS check.

**Supporting information**

The University is a dynamic organisation and changes may be required from time to time. This job description and person specification is not intended to be exhaustive.

The University is committed to the highest ethical and professional standards of conduct. Therefore, all employees are expected to have due regard for the impact of their personal behaviour and conduct on the University, students, colleagues, business stakeholders and our community. Each employee must demonstrate adherence to our Code of Professional Conduct. In addition, all employees should have particular regard for their responsibilities under Cardiff Metropolitan University’s policies and procedures.