

## JOB DESCRIPTION AND PERSON SPECIFICATION

Please note this statement is for information only and does not form part of a contract. This list is not exhaustive and you will be expected to undertake such duties as may be assigned to you by from time to time. Staff are expected to be flexible in their work in order to deliver the objectives of the organisation.

<b>Job title</b>	Interim Head of Procurement	<b>Division/Team</b>	Business Services/ Legal & Procurement
<b>Contract type</b>	Permanent	<b>Location</b>	London
<b>Date</b>	05/02/2020	<b>Salary/Range</b>	Up to £62,781 per annum depending on experience

### Context

The Head of Procurement is a pivotal role within BTA and works across all divisions to ensure BTA procurement is in accordance with the Public Contracts Regulations 2015. The post holder will be responsible to develop and deliver a procurement policy and strategy to deliver defined benefits, financial savings and value for money measures, ensuring use of funds are optimised.

### Main purpose of the role

- To lead a commercial procurement function which can support the strategic development of BTA.
- To provide professional expertise, training and lead the continuing development and management of BTA's procurement function.
- To identify opportunities to continually improve and innovate; optimize internal policies, processes and systems including engagement and collaboration with external parties and Government Departments (including DCMS and the Cabinet Office). Lead in the identification, assessment and management of potential risks associated with different sourcing strategies and provide insights and guidance to relevant staff, Managers and Directors.
- To provide appropriate oversight and management of the entire procurement cycle; ensuring compliance with EU Procurement Directives, UK Government Public Sector procurement requirements and the transparency agenda.
- Define key supplier relationship management to deliver performance; in terms of cost effectiveness, optimizing service and quality, including technical input to negotiations on strategically key contracts and ensure arrangements are in place to embed best practice.
- Ensure the effective leadership & management of the Procurement team; responsible for recruitment, development & mentoring the team to ensure high calibre performance and demonstrable value through delivery of strategic, departmental and divisional objectives and targets.
- Ensure appropriate and robust reporting mechanisms are in place and maintained for key internal and external stakeholders.
- Participate in the overall management of the Business Services Directorate; deploy general business experience knowledge and experience to contribute to cross-cutting themes, projects and initiatives.

Resource management and key relationships	
Staff managed <sup>1</sup>	3
Budget managed	Yes
Reports to <sup>2</sup>	General Counsel
Key Relationships (and indication of level/nature of interactions)	
Business Services, Commercial & Marketing, Crown Commercial, DCMS as well as suppliers	

Main Duties	
1	Provide leadership and support to work colleagues by ensuring the smooth running of the procurement function and dealing with all related administrative tasks such as Delta input, ensuring all paperwork necessary for procurements, monitoring the procurement email account as well as matters arising via the Legal & Procurement Helpdesk.
2	To enable and encourage a customer focused approach for the Procurement Team through the use of performance indicators against agreed targets.
3	To maintain positive working relationships with DCMS, agencies, service providers and across government.
4	To provide expert advice and project management to Senior Management and staff undertaking major procurement projects, ensuring that decisions are informed by objective options and thorough risk analysis.
5	Generating reports on spend analysis and identifying breaches of aggregation rules.
6	DCMS reporting and reporting to management as required.
7	Lead on the training and cultural education of the organisation to develop and maintain compliant procurement practices across the organisation.
8	Responsibility for training and induction of new starters in Procurement Team.
9	To assist in the creation and embedding of an efficient contract management function within the organisation.
10	Enhancing the procurement function's reputation by accepting ownership for high levels of performance, service and delivery and anticipating and exploring new opportunities to meet emerging requirements and add value to existing areas of delivery.

Person Specification	
Essential knowledge, skills and experience	
	Requirement
1	Educated to degree level or equivalent.
2	Member of Chartered Institute of Purchasing and Supply qualification or equivalent experience.
3	Proven ability to manage multiple key stakeholders to champion the organization's procurement services.
4	Public and private sector procurement experience and knowledge of EU procurement regulations and Government Directives and be comfortable with all Government and EU policies and directives, impart to Directors and senior management, and implement as directed.
5	Experience with Delta or similar e-tendering technology, running end to end Contracts Finder & OJEU Procurement Processes. Knowledge of HM Government Contract Finder.

<sup>1</sup> Please note VisitBritain reserves the right to increase or reduce the number of staff managed according to the needs of the organisation.

<sup>2</sup> Please note VisitBritain reserves the right to change the line of management according to the needs of the organisation.

6	Proven track record in developing strategic procurement services in line with organisational aims and objectives.
7	Capable of developing & maintaining a Procurement Forward Plan.
8	Supplier contract and relationship Management experience.
9	Knowledge of contract law.
<b>Essential personal style and behaviours</b>	
	<b>Requirement</b>
1	Highly motivated self-starter able to work with minimal supervision and direction.
2	Ability to communicate well at all levels internally and externally.
3	Strong administrative, IT (emphasis on Word, Powerpoint and Excel) and presentation skills.
3	Good judgment, tact and diplomacy skills.
4	Excellent at balancing work loads and prioritization of tasks.
5	Ability to deliver high quality outcomes under pressure.

<b>Desirable requirements</b>	
1	Advanced IT skills in relation to Word, PowerPoint and Excel.
2	Project Management skills.
3	Ability to lead, develop & mentor Procurement & Contracts Executives.