**DIOCESAN BOARD OF FINANCE**

Job Description and Person Specification

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| **JOB TITLE** | Procurement Lead |
| **LINE MANAGER** | Deputy CEO/ Diocesan Secretary |
| **SALARY** | £40,000 per annum (£32,00 pro-rata) |
| **HOURS** | 35 hours pw, though 28 Hours would be considered |
| **DURATION** | This is a fixed term contract for 12 months |
| **LOCATION** | Diocesan Office, Hillside House, 1500 Parkway North, Stoke Gifford, Bristol, BS34 8YU |

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| **JOB SUMMARY** |
| This is an exciting new role, working across the organisation to develop and then implement a diocesan procurement strategy, with the overall objective of helping to reducing the cost base for the Diocese. As such, the role will be responsible for ensuring the Diocese sources quality and affordable products and services ethically, sustainably and in good time.  The Diocese is in the stages of a transformation programme following the undertaking of our Diocesan strategy ‘Transforming Church. Together’. Within the workstreams that shape our transformation we seek to create a financially and environmentally sustainable diocese that supports equality. This role crosses many of the workstreams and with procurement needs; ranging from Property Management/ Maintenance/Support, to IT & Financial services, Carbon Net Zero activities, Catering and Office Facilities & Stationery there is much to do and a great deal of work is needed to improve cost-effectiveness in all areas of our Diocese and to review procurement of goods and services and utilising buying power is considered to be an important element in this.  The Procurement Lead role is instrumental in enhancing our procurement function. As part of our Diocesan Strategy, we want to secure our financial our environmental and financial sustainability and diversify into new areas and so we need someone who can break the mould and make a difference to our services. We have a busy pipeline over the next 12 months, which the Procurement Officer will play a vital part in delivering. |

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| **KEY RELATIONSHIPS** |
| * Diocesan Support Service Staff * Trustees & Clergy * Consultants * Contractors * Other Diocese and associated networks * Local Partners, Government agencies and auditors |

**SAFEGUARDING**

The Diocese of Bristol is committed to safeguarding, safer recruiting practice and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

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| **MAIN RESPONSIBILITIES** |
| * Engage with key Diocesan stakeholders to determine their product and service needs and explore opportunities. * Establish and maintain a Diocese contracts register. * Set policy and guidelines for delivering on procuring processes for the Diocese ensuring these are created, embedded and undertaken encompassing sustainability and social value * Identify and advise on areas for efficiencies and improvement and identify organisational cost reduction opportunities. * Lead the overall direction, coordination, and evaluation of procurement for the Diocese. * Develop procurement strategies to establish, maintain security of supply and optimum value for money, service levels, inclusive of social value and sustainability measures. * Develop strong and effective relationships with Diocesan stakeholders, potential procurement partners and strategic supply partners to improve overall cost-effectiveness. * Identify potential supplier sources, conduct interviews with potential vendors, negotiate favourable supplier agreements and manage supplier and vendor contracts. * Perform all procurement and contracting activities including pre-qualification, tender management, negotiation and preparation of contracts. * Implement change and develop new processes to better procure goods and services. * Analyse market and delivery trends so as to develop procurement technologies and processes that support those trends. * Conduct review meetings with key stakeholders to assess risk, review future strategies, and identify savings and improvement opportunities. * Review current processes and identify opportunities to optimise procurement processes to drive efficiency. * Be responsible for undertaking procurement activity leading one-off projects, recurring or one-off procurements and supporting responding to correspondence and enquires from internal and external stakeholders. * Manage stakeholder and supplier relationships to ensure effective performance and risk mitigation. * Proactively stay up to date with market trends, best practices, and new legislation to ensure robust, fit for purpose, compliant procurement processes. * Undertake benchmarking and expenditure analysis to help inform decision makers of procurement strategies and recommended routes to market. * Vary/Extend/Modify contracts and manage supplier relationships to secure favourable terms and conditions * Ensure the creation of a Contracts Register that is maintained with accurate data to aid with timely pipeline planning. * Assist with KPI drafting and establish systems used to monitor and assess supplier performance to ensure adherence to contractual obligations and service level agreements. * Present advice and recommendations in a variety of formats to stakeholders at forums and meetings. |

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| **PROCUREMENT LEAD PERSON SPECIFICATION**  To enable us to shortlist in a fair and unbiased way it is helpful if you provide us with sufficient information to demonstrate how your skills and experiences meet or exceed the criteria outlined in the vacancy description. | | |
| Attributes | Essential | Desirable |
| Experience | * Experience of pre and post procurement management life cycles * Working knowledge of contracts, finalising contracts, and applying UK Public Procurement legislation * Experience of benchmarking and procurement related data analysis * Experienced in training stakeholders or team members on procurement practices, systems, or processes from a variety of backgrounds and skill levels * Experience in risk management | * Experience with supply chain risk mapping * Experience in estates and IT tendering * Experience of undertaking a procurement role in a Charitable organisation * Experience of social value weighting * Working knowledge of sustainable procurement |
| Education/ Qualifications | * Membership of the Chartered Institute of Procurement and Supply (MCIPS) | Chartered Status |
| Skills/ Ability | * Ability to develop and implement procurement and contract management strategies. * Ability to interpret and share complex or detailed information to a variety of stakeholders in a way that enables a clear understanding in each case * Ability to rationalise processes and look for opportunities to improve * Excellent MS360 skills * Experience of supporting tender creation and templates * Creative problem solver with experience of data sourcing and collation |  |
| Personal | * Great communication and interpersonal skills * Strong prioritisation and organisational skills * A motivated and resourceful self-starter * Respectful and comfortable with the Christian ethos and objectives that underpin our work * Supportive and coaching personality * Able to work autonomously at times | * Comfortable in presenting to a diverse range of people, skills and abilities * A positive and enthusiastic team contributor |

**Date:** 10.01.25