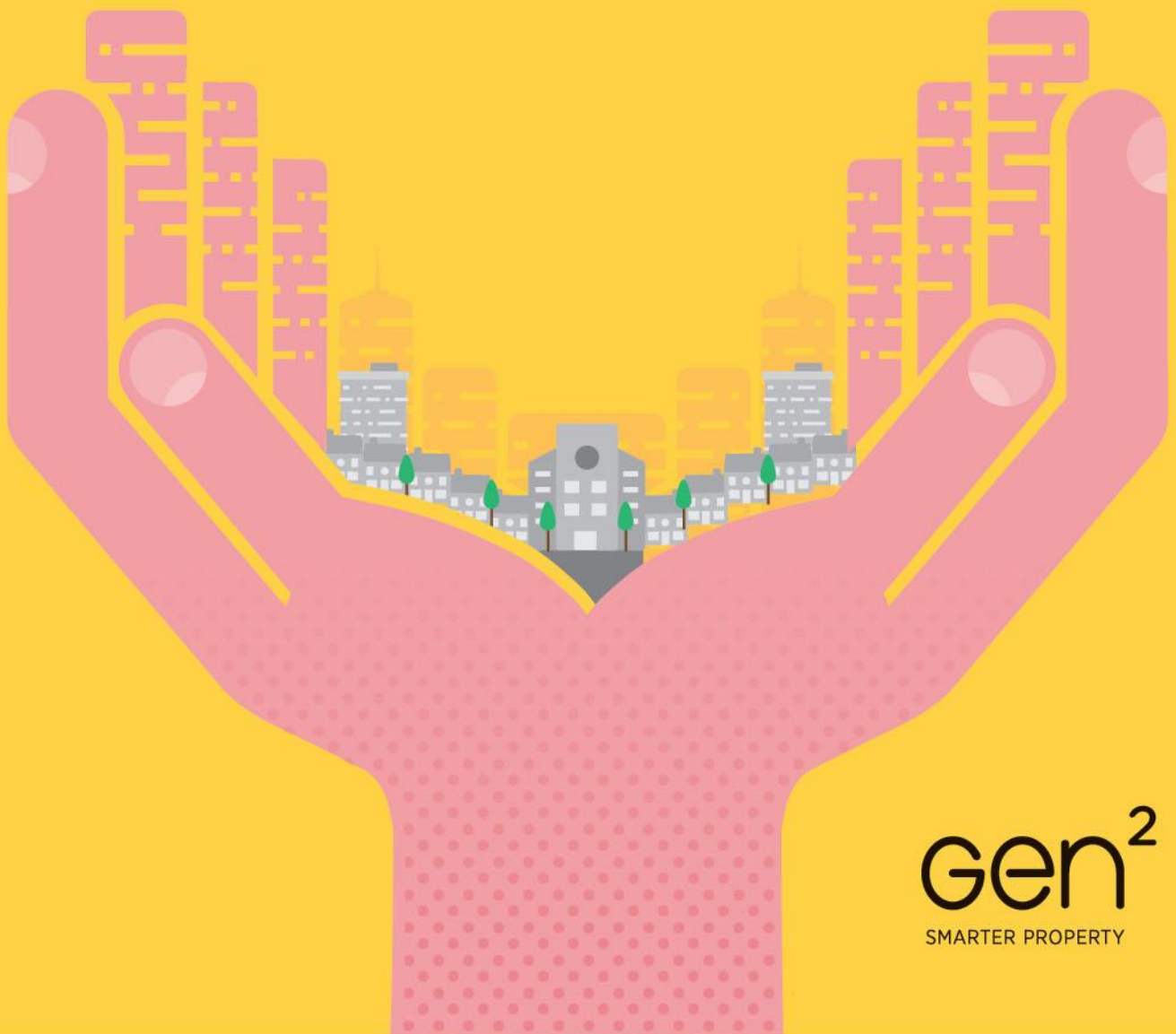


Senior Procurement Manager

INFORMATION, JOB DESCRIPTION &
PERSONAL SPECIFICATION



Gen²
SMARTER PROPERTY

Information, job description and personal specification

This purpose of this document is as a guide to provide you with details of our company; what you can expect when you work with us; our requirements of the role; and skills and competencies that we will be looking for in a potential employee.

Who we are

Gen² are trusted public sector property experts.

We're transforming the management of public buildings and spaces for current and future generations through our inside knowledge of the sector.

And we're growing. Having successfully secured a five-year agreement with Kent County Council's infrastructure division and securing new clients, Gen² is looking to expand its talented team of property professionals.

We manage 1,800 properties with a combined value of £1.87bn and have delivered £535 million of capital projects over the last three years. Our team of experts enable and facilitates the delivery of a diverse range of services for the public sector across London and the South East.

Gen² are driving innovative new changes to support the need to deliver services differently. We are keen to work with an exceptional individual who has the energy, drive and ambition to help us do things differently.

Someone who shares our commitment to improving public services and who is able bring skill and commercial awareness to ensure we deliver value for money and maximise clients' assets.

Our Vision

Gen²'s vision is to become the trusted property services advisor of choice to public sector clients by delivering an excellent standard of service in a commercially aware but ethical manner that demonstrates our understanding of their needs and objectives. We will undertake our business with the purpose of delivering social and financial value to our stakeholders.

JOB & BENEFITS SUMMARY

Senior Procurement Manager

Reporting to Commercial Director

Integrated Commercial Team

Based at Maidstone, Kent

Competitive Salary

Holiday allowance: 25 days

Company Pension

Flexible working practices

Purpose of the job

To oversee the delivery of procurement activities, processes and systems in relation to the delivery of works (programmes and projects) and maintenance relating to KCC's Property assets.

Management of all procurement activities including supply-chain analysis, development and implementation of sourcing and procurement strategies, prequalification, tender and negotiation of Frameworks, contracts and contact award recommendations using procurement processes and systems.

Main duties & responsibilities

Key Accountabilities:

- Analyse need and formulate procurement strategies and plans for maintenance, works, goods and services to meet KCC's delivery requirements.
- Working with KCC, develop joint systems and processes for the planning, management and delivery of procurement services in the property space to a high professional standard.
- Plan, deliver and manage all procurement activities to deliver contracts and frameworks for works, goods and services contracts.
- Taken ownership of the management of Framework Agreements and supplier relationship Management
- Take ownership of and manage the upkeep of standard contract Terms and Conditions for use in the delivery of works, services and goods for KCC.
- Formulation of negotiation parameters, analysis and interpretation of commercial data and demonstration of flexibility whilst achieving negotiation objectives.

- Overseeing the professional development of staff in the Procurement function.
- Responsible for commercial activities in line with delegated authorities.

Key interfaces:

- Supervision of a team of Commercial Managers, Assistant Commercial Managers, Cost Managers and/or Assistant Cost Managers. Supervision of project administrator, if appropriate.
- Reports to the Commercial Director.
- Will work within an integrated Commercial Team with KCC and as part of the service provision and will work closely and collaboratively within the agreed governance and control systems.
- Commercial Managers, Assistant Commercial Managers, Cost Managers/QSs, Assistant Cost Managers/Assistant QSs
- KCC Internal customers range across all directorates. You will also liaise with colleagues from KCC. You will also be expected to mentor assistant commercial managers and/or assistant cost managers in developing these relationships, and leading and directing pan-KCC commercial and procurement strategies.
- External: Managing relationships across a range of suppliers up to managing director level.
This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.



PERSONAL SPECIFICATION

<p>QUALIFICATIONS</p>	<ul style="list-style-type: none"> Hold, or be at an advanced professional stage of membership of The Royal Institute of Chartered Surveyors, The Chartered Institute of Purchasing and Supply (CIPS) or equivalent professional qualifications or demonstrable extensive relevant experience 											
<p>EXPERIENCE</p>	<p>Non Core Experience Competencies</p>	<table border="1"> <tr><td>Project Controls</td></tr> <tr><td>Planning & Programme Management</td></tr> <tr><td>Project Management</td></tr> <tr><td>Analysis of Client Requirement</td></tr> <tr><td>Project Business Case</td></tr> <tr><td>Business Management Processes</td></tr> <tr><td>BIM</td></tr> <tr><td>Health, Safety, Environmental & Quality</td></tr> <tr><td>Construction & Engineering Maintenance</td></tr> </table>	Project Controls	Planning & Programme Management	Project Management	Analysis of Client Requirement	Project Business Case	Business Management Processes	BIM	Health, Safety, Environmental & Quality	Construction & Engineering Maintenance	
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<p>SKILLS & ABILITIES</p>	<p>Core Technical Competencies</p>	<table border="1"> <tr><td>Procurement Management</td></tr> <tr><td>Framework Management</td></tr> <tr><td>Contract Management</td></tr> <tr><td>Value Engineering</td></tr> <tr><td>Claims Management</td></tr> <tr><td>Negotiation</td></tr> <tr><td>Risk</td></tr> <tr><td>Supplier Relationship Management</td></tr> <tr><td>Compliance</td></tr> <tr><td>Category Management</td></tr> </table> <ul style="list-style-type: none"> Strong oral and written communication skills. Outstanding people management skills. Well-developed listening skills, tact and diplomacy, and the ability to manage stakeholders. Excellent numeracy and data analysis skills Stakeholder supplier relationship skills <p>Core Attributes & Competencies:</p> <p>Influencing and Communicating – a clear and articulate communicator, able to persuade others using simple techniques and to challenge in a constructive manner</p>	Procurement Management	Framework Management	Contract Management	Value Engineering	Claims Management	Negotiation	Risk	Supplier Relationship Management	Compliance	Category Management
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	<p>Planning & Organising – uses available resources to plan the commercial activities well in advance, flagging risks to delivery and taking appropriate action to deliver to plans and milestones.</p> <p>Problem Solving and decision making – uses a range of information and multiple analytical and problem solving techniques to determine the root causes of problems and to understand the wider impact of options. Generates and evaluates options and solutions to ensure balanced decisions.</p> <p>Results Focus – demonstrates a ‘can do’ attitude to performance and puts drive and energy into achieving results; sets challenging performance standards and takes action to exceed goals and expectations and to continually improve performance</p> <p>Customer Service Orientation – understands customer needs and takes actions to respond constructively to feedback, providing up to date information and ensuring that commitments to customers are delivered</p> <p>HSQE – operates with a high level of awareness of HSQE requirements, as they relate to contracts and contractors and ensures HSQE considerations underpin the commercial approach</p>
KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge and experience of how the various commercial activities inter relate and are applied on major work streams, projects and programmes. • Understands and interprets market information appropriately and deploys it effectively in strategy development. • Able to produce estimates and business cases for programmes and projects appropriate for all design stages, understanding the limitations of each and applicable levels of optimisation bias, risk and contingency and apply cost checks to emerging designs. • Knowledge of JCT / ICE / NEC forms of contract and their differences, and the ability to manage contract administration, including contract communications, change control, variation/compensation event assessment, valuation/certification; contract remedies and contract close out. • Knowledge of Construction and Case Law in relation to Claims Management, and ability to undertake analysis of claims • Ability to plan and deliver cost management to meet periodic reporting cycles and ability to maintain deliverables within required timescales. • Detailed project management knowledge including Programme and Project Management (PPM) methods and practices to manage and resolve threats to delivery. • Proven experience of managing complex customer and supplier relationships and expectations in a projects’ environment.



<p>VALUES & BEHAVIOURS</p>	<ul style="list-style-type: none"> ○ Open Acting with integrity, honesty and transparency; healthy attitude to risk; welcoming and expecting change and evolving technology; working in new ways; willing to learn; working collaboratively; treating people fairly and with respect. ○ Invite Contribution and Challenge Working innovatively to find new solutions that put the interests and wellbeing of customers first; open to challenge and actively encouraging and expecting contribution. ○ Accountable Self-sufficient, taking personal and professional responsibility for actions; looking for ways to save money; looking for commercial opportunities, outcome focused. <p>PROFESSIONAL Employees are expected to maintain the highest professional and ethical standards.</p> <p>COMMERCIAL Employees should provide optimum financial outcomes for our clients.</p> <p>COLLABORATIVE Employees work with clients to achieve success.</p> <p>INNOVATIVE Employees deliver smarter property solutions.</p>
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