

<b>Job Title:</b>	Procurement and Contracting Manger
<b>Department:</b>	Operations
<b>Reporting to:</b>	Head of Operations

**Overall Job Purpose:**

Managing company partnerships with training product suppliers to ensure we remain a market leader in training provision. Recognising business opportunities by communicating and negotiating with clients and business partners to strategically expand, preserve or improve the company’s commercial opportunities, procedures, contractual arrangements, or policies. Ensuring we maintain the highest business, ethical and regulatory standards.

**Key Accountabilities:**

- Monitor and lead negotiations with learning suppliers as part of the commercial contracting process involving both clients and partners.
- Work regularly with the Account Directors and the Marketing and Sales Director to identify opportunities to grow the business whether through partnerships or new initiatives and resolves issues with contractual and commercial operations affecting their clients.
- To work with the senior management team to ensure its profit and budget targets are achieved.
- Drives the Supply Chain Team to achieve, and where possible exceed, the agreed level of profit margin across all transactions.
- Line management responsibility for the Supply Chain Team and the Associate Support Manager
- Lead on Horizon Scanning for new products/ ideas using it to change mind-sets, challenge assumptions and provide more options with a particular focus on benchmarking existing markets and partner relationships.
- To manage the procurement process through negotiation new contracts with training suppliers, as well as renegotiating existing contracts to ensure value for money, margins are achieved, and levels of risk and liability are reduced.
- Support PP in driving innovation and matching specific client needs through strengthening the relationship between our partners and clients.
- To provide direction through the company’s appraisal process, to ensure the Supply Chain team are managed in line with company key performance indicators.
  - To support the development of the Supply Chain Team with a particular focus on enhancing their L & D and SMA knowledge.
- To provide management information that informs the business about our supply chain and the achievements of the Supply Chain Team.
- To work closely with the Account Directors and the marketing team to obtain supplier costings for tender purposes.

## Knowledge and Skills:

■	Two years; experience in a Procurement & Contracting
■	Have strong negotiating skills.
■	Educated to degree level or equivalent experience in a managerial role with a current CIPS Qualification
■	Have strong commercial awareness
■	To be an assertive communicator with the ability to influence situations.
■	Proficient user of Microsoft, excel and word software programmes.
■	Ability to be resourceful and undertake research work.
■	Excellent attention to detail.