

JOB DESCRIPTION

Vacancy reference:	SRF34581
Post Title:	Deputy Business Manager
Grade:	6
School/Department:	Procurement
Reports to:	Business Manager
Responsible for:	N/A

Purpose

The overall purpose of this role is to set up, manage and develop the governance and performance management processes for procurement across the organisation – contributing towards:

- (i) Measurable improvements in efficiencies for the University through procurement improvement
- (ii) A professional service and the development of the procurement community
- (iii) Flexible and creative support to transform operations
- (iv) High standards of corporate governance
- (v) Establishing the organisation as a leader for procurement services.

Main duties and responsibilities

Procurement Responsibilities

1. Develop and manage the contract database and reports to ensure that all contract activity is up to date
2. Manage the department website and all communications in conjunction with the Category teams, Insurance team and all stakeholders
3. Support the Business Manager on all relevant accreditations, assessments and audits for Procurement and the wider University.
4. Supporting the category teams on the use of technology and processes including eMarketplace, and e-tendering
5. Work closely with the Financial Systems and the Procurement team to maintain supplier product catalogues in the eMarketplace in line with Procurement contractual terms.
6. Work closely with the Finance Trainer to design and deliver eMarketplace training and support to internal end users and suppliers.
7. Develop and manage all data required for reporting internally and externally. This will include reviewing of spend data to monitor trends and data on demonstrating value for money
8. Liaise with stakeholders to ensure all procurement training is delivered to relevant staff internally
9. Support the Business Manager in producing reports and papers for University Committees
10. Liaise with the Transactional Team in Finance to ensure all processes are adhered to and systems are up to date.

Individual Contributor

1. Contribute to the University of Reading's agenda by championing the use of advanced procurement tools and techniques.
2. Conduct and present data analysis and modelling to Category Management teams and business stakeholder groups.
3. Apply current procurement analytical methods to support market analysis and procurement strategy development for strategic sourcing projects.
4. Develop positive working relationships with a variety of stakeholders across Market Sector and onsite business groups.
5. Maintain current knowledge of applicable advanced procurement techniques to optimise strategic sourcing effectiveness.
6. Assist in Influencing senior level business stakeholders regarding results of sourcing and procurement analysis.
7. Comply with standards and policies.

This job description is not intended to be an exhaustive list of activities, but rather an outline of the main areas of responsibility. All University of Reading employees are expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties

Supervision received

The job holder will receive supervision from the Business Manager

Supervision given

Not applicable

Contact

Work with and guide a wide range of senior officers across the University of Reading, in the role of trusted advisor on all matters of procurement, and will also liaise and consult with a variety of senior external contacts. Key contacts are likely to include:

- Finance Business Partners
- Finance Systems
- Local business people
- Individuals holding equivalent roles in other Higher Education institutions
- Voluntary/statutory organisations
- Other local authorities and representative organisations
- Government and other executive agencies
- Other external agencies
- Purchasing consortia
- Internal staff and external suppliers using the eMarketplace

Terms and conditions

The job holder will be based in an office environment and may be required to attend evening meetings or other out-of-hours events on occasion; reasonable notice will be given under these circumstances. The post holder will work the hours required to do the job. Salary is set on appointment within Grade 6, annual incremental progression follows to the top of the scale and pay is increased in line with nationally-agreed pay settlements.

Date assessed: November 2020

PERSON SPECIFICATION

Job Title		School/Department
Deputy Business Manager		Procurement
Criteria	Essential	Desirable
Skills Required	<ul style="list-style-type: none"> Ability to champion the role of procurement performance reporting and management information Proven / demonstrated advanced data collation and analysis skills. Ability to independently apply analysis techniques to solve complex problems. Ability to manage and prioritise a number of projects Ability to demonstrate a logical approach to allocated tasks Ability to communicate to key stakeholders. Proven mastery of computer software skills – Microsoft Office particularly Excel Process driven Proven self-motivator who sets clear direction and priorities Fosters effective teamwork and collaboration. Strong written presentation skills. 	<ul style="list-style-type: none"> Strong commercial skills and business acumen.
Attainment	<ul style="list-style-type: none"> A good level of education. 	<ul style="list-style-type: none"> Degree Educated Have obtained or working towards Chartered Institute of Purchasing and Supply (CIPS) or equivalent professional qualification.
Knowledge	<ul style="list-style-type: none"> Procurement management information Procurement systems and policies and processes 	<ul style="list-style-type: none"> Project management principles and practises Knowledge of modern reporting tools such as SSRS or Power BI
Relevant Experience	<ul style="list-style-type: none"> Previous experience in procurement environment Previous experience of developing financial analysis related to procurement Experience of using and supporting systems Previous experience in developing and delivering training and user support Experience in operational procurement 	<ul style="list-style-type: none"> Experience developing financial analysis in the higher education sector experience of using systems e.g. Agresso, Intend, and Wax Digital Experience of running a Tendering exercise.
Disposition	<ul style="list-style-type: none"> Project a professional image and demonstrate a proactive attitude. 	

Completed by: Director of Procurement

Date: November 2020