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| **Job Title** | **Senior Procurement Manager** |
| **Reports to** | **Associate Director, Procurement** |
| **Department** | **Finance** |
| **Job Family** | **Business Services**  | **Level** | **4** |

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| **About the School** |
| At London Business School, we strive to have a profound impact on the way the world does business and the way business impacts the world. Our departments work hard to ensure that we are continually delivering a world-class service, academic excellence and that our course offering maintains our place as a leading business school. With thought-leading faculty and dynamic learning solutions, we empower both businesses and individuals by offering a transformational learning experience that will broaden their professional knowledge and global mindset. As well as offering postgraduate courses for the business leaders of the future, we run open and customised executive courses for professionals and corporate clients that help leaders identify the future focus and strategic direction of their businesses. With London in our hearts, we draw from its status as a financial, entrepreneurial and cultural hub to attract a diverse range of students and faculty, creating an abundance of opportunities to network with industry experts and alumni worldwide.  |

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| **About the Department** |
| Finance plays a key role delivering transformation and support to achieve the School’s strategy over the medium term (5 years) and longer term. The team provides a full financial service to all areas of the School and in particular:* Strategy and strategic planning and analysis support to the School’s senior executives, Governing Body and its sub-committees.
* A comprehensive management information and business partner service to the School’s senior management including planning budgeting, forecasting, assessment of risks and opportunities and work on special assignments and projects.
* A customer-facing finance service to support the day to day running of the School including all transaction processing services – purchase invoicing, expenses; banking and treasury management; sales invoicing and credit control; research grant funding support; and fundraising.
* Full corporate governance and compliance provision to the School and its subsidiary companies including managing and reporting on internal controls; financial accounting and reporting; insurance, tax, VAT and legal, the OfS and Charity requirements; external funder requirements, and management of external audit.
* Purchasing and procurement support to the School’s budget holders to deliver Value for Money.
* Provision of training and building business knowledge across the School and with partnered areas.
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| **Job Purpose** |
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| To deliver operational procurement services across all non-pay expenditure. Working with the Associate Director, Procurement, the post holder will:* Ensure that the Procurement function provides a high level of customer service
* Achieve sustainable efficiencies to the School for third-party goods and services
* Support and encourage best procurement practice within the School.
* Make continuous improvements to help the School achieve its overall objectives
* Set up, manage and develop the governance and performance management processes for procurement across the School
* Provide professional procurement advice that ensures the School meets all legislative requirements whilst achieving best value and effectively managing risk.
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The post holder will also be required to deputise for the Associate Director, Procurement. |

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| **Key Areas of accountability and Key Performance Indicators (KPIs)** |
| **Key areas of accountability:****Strategy and Planning** * Contribute to the development of strategy for the area, ensuring that plans are aligned to wider departmental strategy and overall School goals.
* Contribute to the development of broader operational plans, manage operational plans in own area and enable successful implementation by prioritising and aligning planned activities.
* Contribute to the development of Key Performance Indicators to support the assessment of the quality and efficiency of service delivery.

**Partnering and Service Delivery** * Partner with relevant area to understand their business goals and provide them with professional or technical advice, sharing expertise and information to support effective decision-making.
* Use specialist knowledge and information to diagnose and resolve technical issues within agreed parameters, escalating the most complex where appropriate.
* Manage the delivery of activities within a specialist area, in line with relevant policies and procedures, to ensure performance meets set targets/key performance indicators to support the School in the delivery of a first-class service.

**Analysis and Reporting** * Process complex data and apply technical knowledge when conducting root cause analysis to identify solutions to complex issues/unique requests from students, colleagues or stakeholders from across the School.
* Extract data from multiple sources, check its integrity and produce reports for use by management.
* Analyse expenditure profiles, looking for opportunities to reduce duplication, streamline processes, improve value for money and commercial decisions.

**Compliance** * Provide advice to colleagues and stakeholders on the interpretation of policies and procedures for an area of specialism, and support monitoring, to ensure compliance across the School.
* Ensure all policies and procedures are up to date and relevant.
* Manage procurement governance and risk processes across the School to ensure they support timely decision making and appropriate risk management.

**Supplier/Contractor Management** * Drive the implementation of procurement strategies to deliver challenging targets, savings and cost efficiency improvements whilst managing the influenceable spend.
* Use expert knowledge of the category management process to lead the development, maintenance and implementation of category strategies for all spend categories in the School, ensuring alignment to the School strategy.
* Lead specific projects, tenders and contract reviews when required, ensuring all sourcing activity fully complies with School policies and appropriate legislation/regulation.
* Drive adoption of best practice in Category Management with the aim to ensure the Procurement function is seen as “best in class” within the HEI sector.
* Demonstrate procurement leadership and good governance including:
	+ Managing relationships with internal departments and suppliers
	+ Maintain ethical communications with potential suppliers
	+ Deliver socially responsible and sustainable suppliers/services
	+ Improve process efficiency, emphasisng benefits to suppliers and customers.

**Collaboration** * Partner and build strong relationships with relevant areas to ensure good understanding of their business goals and that advice/service delivered meets and exceeds their needs.
* Develop and enhance relationships with stakeholders across the School to facilitate improved communication, support implementation of change programmes, and to monitor the level of satisfaction with service delivery.
* Represent the team to colleagues, stakeholders and cross-School groups, enabling cross-department working, spotting and initiating opportunities to collaborate for best business solutions.

**Project Management** * Lead on the delivery of a portfolio of projects in own area of specialism, or act as an expert resource to or manage a work stream in a large/complex project, managing external suppliers/ contractors to ensure successful delivery within budget and to quality standards and targets.

**Process Improvement** * Identify and implement improved ways of working within the School to deliver efficiencies through procurement, innovative approaches and commercial focus in contract and supply chain management, whilst ensuring compliance with the School’s strategy and safeguarding the School’s contractual and commercial risks.

**Change Management** * Champion change by role modelling the behaviour expected from all colleagues, and consider the impact of change on all processes, systems and people to ensureappropriate steps are taken for successful implementation.
* Consult with and advise the business on change programmes and initiatives, influencing stakeholders so they become advocates for the change and support its successful implementation.

**KPIs:*** Delivery of high-quality service in area of specialism.
* Development of solutions and improvements to complex issues within own area of specialism.
* Production of high-quality reports, with complex analysis to support management decision-making.
* Contribution to cross-School compliance with regulations and legislation.
* High-quality work delivered by third-party contractors and agencies.
* Projects delivered on time, on budget and to quality standards.
* Strong cross-team working relationships with key stakeholders.
* Positive feedback from students, colleagues and stakeholders.
* Improvements in commercial performance for the team or department.
* Contribution to the development of policies, processes and systems.
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| **Knowledge/Qualifications/Skills/Experience required**  |
| * Bachelor’s degree or equivalent experience.
* Professional qualification or equivalent experience.
* Excellent communication skills with the ability to engage a variety of audiences.
* Significant experience of software related to own area of specialism, with the ability to build basic models or tools.
* Sound working knowledge of policies, regulations and legislation in area of specialism.
* Excellent analytical and problem solving skills.
* Ability to manage multiple internal and external stakeholders.
* Ability to prioritise and focus on material issues.
* In-depth knowledge of business education/specialist area.
* Experience of leading projects.
* Experience in effectively managing external suppliers/contractors.
* Financial management experience and commercial acumen.
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| **Staff** | **TBC** |
| **Budgets** | **TBC** |
| **Date Updated** | **August 2024** |

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| **Resources including team management**  |
| **TBC** |