

JOB DESCRIPTION

Job Title	Associate Director, Procurement		
Reports to	Deputy CFO		
Department	Finance		
Job Family	Business Services	Level	5

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.

About the Department

The Finance Directorate includes a range of areas which are essential to the School's strategic and operational running and meeting statutory, funder and regulatory obligations and transformation including foundational aspects of the five year plan. It delivers a wide range of services to the whole School community including:

- All finance services including financial planning and analysis; corporate governance compliance and internal control; and key services to run the day to day operations of the School.
- Transformation and financial system and other projects including a new finance ecosystem

Finance plays a key role delivering transformation and sustainability and the School Five Year Plan, the planning work to achieve the School's strategy over the medium term and longer term. The team provides a full financial service to all areas of the School and in particular:

- Strategic planning and analysis support to the School's senior executives.
 - A comprehensive management information and business partner service to the School's senior management.
 - A customer-facing finance service to support the day to day running of the School including all transaction processing services – purchase invoicing and expenses;

banking and treasury management; sales invoicing and credit control; research grant funding support; and the processing, reconciliation of, and reporting on, 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, Office for Students (“OFS”) and Charity requirements; and management of external audit.
- Purchasing and procurement support to the School’s budget holders to deliver Value for Money.

Job Purpose

The School’s procurement function operates on a devolved basis. The Associate Director, Procurement is responsible for the day to day management of Central Procurement including:

- Working with the Deputy CFO and key stakeholders to:
 - review existing Procurement activities and,
 - create and execute a procurement transformation plan.
 - The plan should demonstrate an increase in value for money and best practice across the School and has agreement and buy-in from senior stakeholders.
- Working with the departments on Procurement activity including: leading or supporting on tenders as appropriate, answering day to day queries in relation to procurement, provision of insightful data reports, and providing a procurement business partnering service.
- Ensuring compliance with the School’s Procurement policies & procedures.
- Leading the Procurement Team – managing, motivating and developing the team.
- Supporting with the transition of procurement to the new Finance System.
- Any other duties as assigned by the line manager including deputising for the line manager and attending senior forums as needed.

Key Areas of accountability and Key Performance Indicators (KPIs)

Key areas of accountability:

Strategy and Planning

- Contribute to the development of a vision/strategy for procurement services to enable the realisation of the London Business School vision and 5 year plan.
- Develop and lead the implementation of plans for the schoolwide procurement service provisions to support the achievement of wider departmental/organisational goals.
- Lead the development of Key Performance Indicators to support the assessment of the quality, effectiveness, value for money and efficiency of the procurement service delivery.

Partnering and Service Delivery

- Partner with relevant areas to understand their strategic goals and provide subject matter expertise to support and facilitate effective decision-making.
- Provide technical guidance and recommendations as a subject matter expert in order to support the resolution of the most complex issues from all stakeholders, and develop precedents to improve service delivery within own specialist area.
- Provide professional advice and guidance to senior management, sharing expertise and information to support effective decision-making.

Analysis and Reporting

- Analyse key themes from a wide range of data sources in order to identify issues and how different scenarios may impact upon London Business School and the delivery of its services.
- Produce high quality reports, or oversee the production of high quality reports in own area of specialism, to be used by senior management in the decision-making process.

Compliance

- Lead the creation of procurement policies and procedures for own area and help embed them across the School.
- Quality-assure the drafting of key policy documents to ensure full compliance with internal/external rules, regulations and legislation governing the delivery of business services and/or business/academic education.

Supplier/Contractor Management

- Manage the tendering process to select contracts for the delivery of services, and provide ongoing oversight to, and engagement with large suppliers/contractors to ensure the School gets maximum value for money.

Collaboration and Relationship Management

- Develop and manage ongoing relationships with key stakeholders to identify and deliver solutions that benefit all parties across London Business School.
- Establish networks across organisational peer groups and outside of London Business School to gather and share information to ensure that professional services are delivered in line with industry best practice.
- Take the lead on and/or represent the area/department in cross-departmental initiatives to enable London Business School to better meet its strategic goals.

Project Management

- May manage projects in own area of specialism, or contribute to cross-School projects, providing subject matter expertise to help achieve projects objectives.
- Provide subject matter expertise to strategic, complex and/or high-impact projects to support their successful delivery.

Financial Management

- Contribute to the development of budgets for the department.
- Lead the control of relevant budgets to ensure well planned, value for money and cost control.

Process Improvement

- Use management information to recommend new/enhanced policies and approaches to support business improvement.
- Contribute to the development of new/enhanced policies, processes, solutions and systems, and lead on the implementation of improvements in a defined area of Business Services.

People Management

From School's People management accountabilities covering:

- Building, focusing, engaging and developing team.
- Understanding the School's policies and procedures and applying them thoughtfully and fairly. Taking ownership and management of issues, and ensuring team members are aware of their rights and responsibilities.
- Managing oneself.

Change Management

- Champion change by role modelling the behaviours expected from all colleagues, develop and communicate plans to ensure change is successfully implemented within own division/ department.
- Partner with the business to identify opportunities for positive, service enhancing change, and develop strategies to ensure the change is successfully implemented and the benefits are realised.

KPIs:

- Well defined, clearly communicated and executed strategies and/or plans for area of work.
- Trusted adviser relationships developed with key stakeholders.
- Excellent stakeholder feedback.
- Development of high-quality policies and processes and reports.
- Smooth operation of reporting cycle in own area producing highly-accurate data which informs decision making.
- Contribution to cross-School initiatives.
- Projects delivered on time, on budget and to quality standards.
- Accurate budgets developed, no overspend and value for money demonstrated.
- Contribution to continuous improvement in School rankings.
- High-quality work delivered by contractors and agencies.
- Modelling the School's behaviours

Knowledge/Qualifications/Skills/Experience required

- Fully qualified procurement professional with significant experience in procurement transformation.
- Excellent communicating and influencing and skills, with the ability to negotiate, collaborate and influence.
- Experience of managing internal relationships at all levels.
- Demonstrable credibility and a network of contacts in an area of expertise.

- Subject matter expert in legislation, policies, tools or systems applicable to own area of specialism.
- Project or change management certification and experienced in leading and implementing complex business change solutions.
- Broad understanding of each of London Business School's activities and offerings.
- Ability to scan the horizon, identify industry best practice and translate this into future planning for own area of specialism.
- Proven financial management skills and commercial acumen.

Staff	1 – with potential scope to increase to 3.
Budgets	-
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