

# JOB DESCRIPTION

<b>Job Title</b>	<b>Procurement Specialist (Fixed Term)</b>		
<b>Reports to</b>	<b>Head of Procurement</b>		
<b>Department</b>	<b>Finance</b>		
<b>Job Family</b>	<b>Business Services</b>	<b>Level</b>	<b>3</b>

## 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

Finance plays a key role delivering change and supporting 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, OfS and Charity requirements; and management of external audit.

- Purchasing and procurement service to the School's budget holders to deliver Value for Money

## **Job Purpose**

The purpose of the role is to manage the day to day provision of procurement and contract management services to Budget Holders within London Business School with particular emphasis on developing the contract management database to ensure an up-to-date and relevant supplier list is available on an ongoing basis

### **Supplier contract database management**

- Complete, maintain and monitor the contract management database including:
  - Collating key information for inclusion in the database
  - Inputting updates to maintain the database
  - Updating the published School Supplier list on a monthly basis using the database
  - Flagging contract end dates with sufficient notice to stakeholders to ensure appropriate action
  - Developing management information to monitor supplier spend, category reporting and contract status.
- Set up and maintain contractual documents, information and Supplier accounts
- Review new supplier requests and challenge stakeholders on requests that do not follow best practice

### **Procurement / Contract Management**

- Provide guidance on selecting suppliers and the procurement process.
- Lead the end to end management of the tender process for significant contracts effectively and efficiently including, but not limited to,
  - collating, issuing, receiving, opening, logging, evaluating and distributing documentation
  - organising meetings,
  - drafting best practice tender documentation,
  - tracking internal approvals
  - storing contract award information to ensure compliance.
- Work with stakeholders across the School to
  - understand their needs
  - ensure significant contracts have appropriate and stretching KPIs which are focused on the delivery of world-class performance and value for money throughout the lifetime of the contract
  - provide support in making contractual changes such as variation of terms, contract extensions and terminations
- Reviewing supplier BACS runs to ensure procurement process has been followed

## **Key Areas of accountability and Key Performance Indicators (KPIs)**

### **Key areas of accountability:**

#### **Delivery and Support**

- Apply specialist technical knowledge across a range of different areas to deliver required services in line with defined processes, escalating queries or tasks if outside own technical knowledge and/or standard procedure for own area.
- Respond to requests from all stakeholders, providing specialist advice to deliver the information and/or understanding they require and provide an excellent service.
- Resolve operational day-to-day issues referred from across the School, ensuring an efficient and first-class service is extended to all stakeholders.
- Design and develop materials and policy guidance, with supervision from more senior colleagues, for use in the provision of an efficient and effective business support service.
- Provide training to colleagues or stakeholders on an area of specialism to upskill and educate others in the business support services provided.

#### **Analysis and Reporting**

- Independently collate, cleanse and analyse data, and make recommendations based on analysis to support the department's decision making process.
- Liaise across the team and other departments to prepare reports to inform review, planning and decision-making.

#### **Compliance**

- Undertake investigations and inspections of data, processes and working practices in accordance with established procedure to identify actual/potential compliance issues and recommend appropriate action.

#### **Contractor Management**

- Oversee onboarding of contractors who are delivering services for an area of specialism for London Business School so that they are aware of the policies, procedures and key deliverables

#### **Collaboration**

- Collaborate closely with team members and other departments across the School to enable cross department working, to raise the team's profile, and to drive consistency of approach/standards through the wider School, thereby enabling effective service delivery.

#### **Project Management**

- Plan and deliver a range of straightforward projects, and/or contribute to more complex projects with guidance from more senior colleagues, to ensure delivery against project time, cost and quality standards, and targets.

### **Financial Management**

- Monitor and review financial activity for own area of specialism to ensure the accurate completion of standard financial processes within budget and the provision of up-to-date information to support decision making.

### **Process Improvement**

- Monitor processes, systems and practices within area of specialism, plan and carry out regular reviews to identify opportunities for improvement in light of changing needs, feedback and/or current best practice thinking; follow through on improvements once agreed.

### **Change Management**

- Champion change by role modelling the behaviour expected from all colleagues, and follow through on new activities or actions brought about change to help support its successful implementation.

### **KPIs:**

- Delivery of high-quality service in area of specialism.
- Area/team compliance with necessary regulations/processes.
- Production of high-quality reports, with the identification of trends and issues.
- Timely and robust onboarding of contractors.
- Projects delivered on time, on budget and to quality standards and targets.
- Development of relationships within and outside the team, and positive feedback from colleagues.
- Improvements to processes and procedures in own area of specialism.
- Up-to-date and accurate financial information for own service area.

### **Knowledge/Qualifications/Skills/Experience required**

- Bachelor's degree or equivalent experience.
- May be working towards relevant professional qualification e.g. CIPS.
- Good communication skills and the ability to break down technical issues and explain them in layman's terms.
- Good Excel skills
- Good project management skills.
- Excellent organisational skills and meticulous attention to detail.
- Strong analytical and problem solving skills.
- Positive experience of working within a customer-services orientated environment.

### **Date Updated**

August 2021