

## JOB DESCRIPTION

<b>Post:</b>	<b>Contracts and Procurement Manager</b>
<b>Responsible to:</b>	<b>Head of Environment Services</b>
<b>Pay Band:</b>	<b>6</b>

### PURPOSE OF THE JOB

To support the Head of Environment Services to develop and maintain a coordinated approach towards procurement and contract management for the college, seeking value for money, relationship and performance management of suppliers and offering advice on all areas of the college's purchasing and contract activity. The post holder will provide support to the Head of Environment Services, Capital Projects Manager, Campus Managers and Environment Services Team Leaders to ensure the smooth operation of the service.

### MAIN RESPONSIBILITIES AND MAIN DUTIES OF THE POST

- In conjunction with the Head of Environment Services, Campus Managers and Capital Projects Manager, to source and contract with suppliers and service providers
- Monitor suppliers' performance, ensure service level agreements (SLAs) and key performance indicators (KPIs) are met, and drive improvement
- Play an active role in driving customer service with an emphasis on service improvement and process
- Plan time and resources to ensure that demand is met and exceptional customer service is provided
- Ensure compliance with relevant legislation, deliver management information, ensure data quality and appropriately communicate information
- To assist in the procurement of furniture, fittings and equipment, ensuring best value through exploring different purchasing options, whilst complying with the college procurement strategy
- To act as key point of contact with college insurers, managing claims administration and contract renewal
- To oversee the booking, maintenance, usage and replacement of college vehicles
- To complete the annual e-mandate and other estates related regulatory returns
- To keep utilities contracts under review, recording usage and advising on best value for money
- To raise and record purchase orders for the Environment Services team and to reconcile invoices against orders placed and goods received

- In consultation with the Campus Managers and Environment Services Team Leaders, ensure that appropriate materials and equipment are available to ensure the successful implementation of the maintenance plan
- To assist the Head of Environment Services and Capital Projects Manager in the keeping of appropriate records
- To record and track expenditure against cost codes within the Environment Services budget
- To keep abreast of new legislation, government policy, best practice and relevant external factors relevant to procurement and contracting activity
- To actively involve end users in contract and procurement management
- To establish and develop strong working relationships with customers and third party suppliers to ensure that the quality of service provision is consistently managed and challenged to meet agreed service level agreements

#### **Other duties applicable to all staff working at Abingdon and Witney College**

- Contribute to the overall smooth running and well-being of the college;
- Participate in a programme of personal development, including updating;
- Take part in staff development activities;
- Adhere to the Health and Safety policies and procedures in force within the College;
- Assist students in the college according to need;
- Abide by any College policies in relation to dealings with staff and students, e.g. communications, equal opportunities and employment policies;
- Such other duties as may from time to time be deemed appropriate commensurate with the grade.

The College reserves the right to amend the job description in consultation with the employee to reflect changes in the duties of the post.

## PERSON SPECIFICATION

**The successful candidate will:**

**Essential:**

1. A good level of general education (level 4 or above), including English and Maths
2. Secondary qualification in procurement
3. Have worked in a facilities management/ procurement environment
4. Have effective experience of administering contracts
5. Have a high level of IT skills in order to make effective use of college systems such as e-mail, MS Office applications, and help desk software with training if necessary
6. Demonstrate a working knowledge of health and safety as it relates to buildings, environment, and working practice
7. Demonstrate a working knowledge of the law as it relates to college vehicles
8. Demonstrate a working knowledge of procurement requirements
9. Show calm and effective interaction with others
10. Demonstrate a flexible and “can do” approach to work
11. Show evidence of excellent team working skills

**Desirable:**

1. Qualified to Level 4 or above in a procurement or business related qualification e.g. Chartered Institute of Purchasing and Supply or willingness to achieve qualification
2. In depth understanding of Contract and Procurement management in a facilities management environment which will include
  - Tendering processes
  - Drafting, negotiating and managing the procurement process
  - Monitoring, reviewing and evaluation of contract compliance
3. First aid qualifications
4. Health and Safety Qualifications

## CONDITIONS OF SERVICE

<b>SALARY:</b>	£23,346 to £24,927 per annum
<b>PAYMENT:</b>	Monthly in arrears direct to bank via the Bank Automated Clearing System [BACS]
<b>HOURS:</b>	37 hours per week, all year round
<b>HOLIDAYS:</b>	24 working days, rising to 29 days plus Bank and Public Holidays pro rata
<b>DBS:</b>	All employees undergo a Disclosure and Barring Service (DBS) check. Copies of the Disclosure and Barring Service Code of Practice and the College's policy on the 'Secure Storage, Handling, Use, Retention & Disposal of Disclosure and Barring Service (DBS) Disclosures and Disclosure Information' are available on request.
<b>PENSION</b>	Employees are automatically invited to join the Local Government Pension Scheme (LGPS) however, they may opt out if they wish
<b>JOB DUTIES:</b>	The precise duties of the post will be agreed after discussion between the Line Manager and the successful candidate.

These details are for broad information only and must not be taken as a complete or authoritative statement. They do not constitute a full contract of employment.

**SAFEGUARDING - Abingdon & Witney College** is committed to ensuring the well-being of all young people and vulnerable adults in its care.

**EQUAL OPPORTUNITIES – Abingdon and Witney College** aims to be an equal opportunity employer. We are committed to the policy that staff recruitment shall be carried out in accordance with equal opportunities practice and legislation and that appointments shall be made only on the basis of job-related criteria.

✓✓ **Abingdon and Witney College is committed to good practice in employing disabled people. To this end the College will:**

- Interview all applicants with a disability who meet the minimum criteria for a job vacancy and consider them on their abilities.
- Ask disabled employees at least once a year what can be done to be sure that they can develop and use their abilities at work.
- Make every effort when employees become disabled to make sure they stay in employment.
- Make sure key employees develop the awareness of disability needed to make this commitment work.
- Review these commitments annually.