

## NHS PROPERTY SERVICES LTD

### Job Description

<b>Job title:</b>	<b>Principle Procurement Governance Manager</b>
<b>Level:</b>	4
<b>Type of role:</b>	Permanent
<b>Base:</b>	London
<b>Travel requirements:</b>	Yes
<b>Responsible to:</b>	Head of Procurement and Vendor Management
<b>Directorate:</b>	Operations

Established in 2013, NHS Property Services is a property owner, service provider and advisor, helping to shape the estate of the NHS for the future. We have one goal: to ensure the NHS makes the right property choices that enable excellent patient care.

Our portfolio is one of the largest in the UK, comprising more than 3,000 properties with 7,000 tenants across England. At a total value of more than £3bn, this represents about 10% of the total NHS estate.

Our properties range from listed buildings through to award-winning, state-of-the-art integrated health campuses.

#### **Main purpose / scope of the role**

The Principle Procurement Governance Manager will ensure compliance across the team, focusing on PCR 2015 and Supplier compliance. The key objective is to manage a small team to drive down the number of suppliers, manage Fleet and the travel system across the estate and as well as producing analytical data to measure supplier performance to drive improvements and reduce supplier tail.

## **Key Responsibilities**

- Lead at team focusing on PCR compliance including reducing the number of suppliers through rationalisation
- Implement Procurement processes and measure then team against them
- Responsible in ensuring the Procurement and Vendor Management team is compliant in PCR 2015
- Implement Supplier watch ensuring resilience within the supply chain.
- Management including identifying efficiencies of the Fleet supplier and travel system
- Building relationships with internal Stakeholder
- Support the local Facilities Service managers with managing/resolving local supplier performance issues
- Identify areas of improvement and work with local team and National contracts Manager to implement
- Support the drive to improve performance and deliver value for money
- Maintain supplier Health Safety and Environmental data and complete supplier audits

## Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Member of CIPs</li> </ul>	<ul style="list-style-type: none"> <li>Master Level Education and Post-graduate level qualification or equivalent specialist knowledge in vendor or procurement cost centre management</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Good working knowledge of PCR 2015</li> <li>Suitable commercial experience within the Health sector or public sector preferably with some contract experience with the following forms</li> <li>knowledge of Vendor Management</li> </ul>	<ul style="list-style-type: none"> <li>Strategy development</li> <li>In-depth experience working at a national level</li> <li>Knowledge of Procurement within Public and Private Sector</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working in both public and private sectors.</li> <li>Extensive knowledge of the FM industry</li> </ul>	<ul style="list-style-type: none"> <li>Professional Vendor Management experience at a national level</li> <li>FM and Commercial Contract structures and T&amp;C's</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Ability to make strategic decisions</li> <li>Strong communication and presentation skills both oral and written</li> <li>A good level of IT skills, specifically excel</li> <li>Line management experience</li> </ul>	