

Role Profile

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| Job Title: | Procurement & Contracts Officer |
| Salary/Banding: | 3 |
| Role Holder: | |
| Department: | Finance |
| Location: | Dual basis (head office and home) |
| Reporting to: | Procurement Manager |

Role Summary:

The main purpose of the role is to deliver effective procurement and contracting activity for the organisation including leading on the management and administration of our 'Contract for Services' programme (IR35 / IR56).

Main Areas of Responsibility:

1. Lead on and deliver effective procurement activity

Typical Activities:

- Identify procurement opportunities via research, spend analysis etc.
- Provide advice and support to colleagues across the organisation relating to procurement activity
- Lead on and deliver end to end procurement activities (e.g. RFQs, RFPs, ITTs, Negotiations) in liaison with colleagues across the organisation
- Deliver agreed savings targets for the organisation
- In conjunction with the Procurement Manager deliver the procurement strategy
- Develop and implement initiatives for cost optimisation, supplier consolidation, simplification, service delivery / quality improvements, process efficiency and value increase, subject always to supporting the wider needs of the business, considering value and quality for money
- Provide regular audits on the finance system for purchase order compliance, highlighting non-compliance, working with departments to improve this

2. Manage and administer the organisations 'Contract for Services' programme

Typical Activities:

- Be the organisations subject matter expert for IR35 / IR56 and related topics
- Work with colleagues across the organisation to provide advice and guidance
- Administer requests for relevant contracts including liaison with potential contractors including due diligence checks, HMRC compliance, SDS statements
- Be the contract manager for our related 3rd party support agreements

3. Lead on and deliver effective contracting activity

Typical Activities:

- Deliver contracting activity including drafting, negotiating and amending contracts at all stages of their lifespan
- Provide advice and support to colleagues across the organisation in relation to current and future contracts including contract management activities and problem solving

4. Procurement & Contracting Governance

Typical Activities:

- Create and maintain the Contract Register feeding into the Procurement Pipeline, ensuring these are up to date and being proactive with departments regarding renewing
- Create and develop templates including guidance, processes, policies/practices and a database of suppliers
- Maintain organised systems of digital and physical records in line with GDPR, updating the Data Asset Register and Data Processing Register accordingly
- Manage and administer new suppliers, ensuring the necessary checks are in place, along with any contracts or agreements as appropriate
- Supporting the PO processes, providing help and support operationally and advising, training on purpose, risks etc
- In conjunction with the Procurement Manager, working with the L&D Manager to develop training material for different stages of the procurement process
- Build effective relationships with key stakeholders through proactive engagement, collaborative working practices and a lean and flexible approach to work.

5. Keeping our sport, our members and our colleagues safe

All employees of British Gymnastics have responsibility to keep our sport, our members and our staff safe.

This includes upholding our safeguarding, data protection, health & safety, equality & diversity and risk management policies, promoting our rules and standards of conduct for members and reporting any suspected risks, breaches, misconduct or poor practice to their line manager, the Integrity Unit (concerns about members and clubs) or the HR team (concerns about British Gymnastics staff).

We operate as a matrix organisation: from time to time you may be called upon to work on key organisation developments as part of projects, programmes or cross working groups. Depending on the extent of this work these may be managed formally through the setting of objectives by your line manager.

Role Requirements:

1. Knowledge, Skills and Expertise

The role holder will have had previous experience in similar roles which they can demonstrate including leading on delivering procurement processes, drafting and negotiating contract terms and leading on wider projects

To be effective in the role the holder requires:

- A background of and or formal qualifications (minimum level 4 CIPS or equivalent) in procurement, contracting, HR
- Good lateral thinking and problem-solving capabilities
- Experience working both independently and in a collaborative environment
- Excellent interpersonal skills for engaging, influencing and communicating with all levels across the organisation / with external stakeholders
- Strong numeracy and analytical skills
- Time management, work load management and administration skills
- Excellent attention to detail
- Understanding of contract law including commercial, consumer and IR35 / IR56
- Willingness to learn new skills and knowledge to deliver objectives (e.g., CIPS, IR35 / IR56 etc.)

The role holder will share and transfer knowledge to colleagues across the organisation, providing advice and guidance, breaking down technical/complex legislation into easy, understandable terminology.

2. People

This role does not require the holder to line manage staff, but it does require the holder to work cross functionally with colleagues and external stakeholders to delivery objectives. Training, advising and guiding colleagues with regards to contractor management and procurement processes.

3. Shaping Direction

The role holder will be required to manage their own workload and timescales, whilst working on concurrent procurement and contracting projects requiring in-depth planning and monitoring. Procurement planning will be both short and long term from a few months up to 3 years depending on the contract.

The role holder will need to monitor projects, the contract registers and procurement pipeline, highlighting any concerns and risks to the organisations, making recommendations on efficiencies. They will also monitor spend analysis of the organisation to support project prioritisation and cost savings/efficiencies.

4. Developing Solutions

The role requires the holder to develop procurement and contracting solutions that meet the objectives of the organisation whilst minimising risk and maximising benefits. Reviewing contracts in place and coming up to understand the wider impact and unintended consequences to the organisation, ensuring solutions integrate with current processes/systems.

5. Decision Making

The role holder will be expected to, within agreed parameters set by the line manager, make decisions in relation to procurement and contracting activity based on their expertise and knowledge as well as deciding when 3rd party expertise is needed (i.e. legal advice).

The role holder will make decisions within a framework of reference and with the support of their line manager.

6. Communicating

The role holder must be a highly effective communicator to deliver objectives across internal and external stakeholders. Provide advice and supporting colleagues to understand contractual legislation, risk or impact of contracts. The ability to adapt communication styles to the audience when delivering training sessions and influencing and negotiating contracts on behalf of the organisation.