

About the National Church Institutions (NCIs)

Our Procurement team was established six years ago and has developed into a key strategic partner driving value-for-money, promoting a best practice approach, and upholding strong ethical procurement principles. We are looking to appoint a new Head of Procurement to lead the development of our procurement strategy the continuous improvement of procurement opportunities.

The National Church Institutions comprises a wide variety of teams, professions and functions that support the mission and ministries of the Church of England in its vision to be a church, centred on Jesus Christ, for the whole nation - a church that is simpler, humbler, bolder.

We Include, You Belong.

Our Belonging and Inclusion Strategy aims for everyone in the National Church Institutions (NCIs) to feel that they belong and are valued for who they are and what they contribute. Together, our people contribute in different ways towards our common purpose, whichever NCI they work in and whatever their background.

Living out our values in all that we do, we:

- Strive for **Excellence**
- Show **Compassion**
- **Respect** others
- **Collaborate**
- Act with **Integrity**

We believe our commitment to belonging and inclusion fuels our progress and drives us forward. The NCIs are a safe, inclusive workplace for people of all backgrounds and walks of life. We welcome applications from people of all faiths and of no faith. We want to encourage applications from a diverse group of people who share our values. Even if you have never thought about working for us before, if you have the skills and experience, we're looking for then we would like to hear from you.

About the department

Procurement is part of the Finance department, a shared services function working across the NCIs to provide a comprehensive, cost-effective finance service to the NCIs. We have progressively built a small but dedicated Procurement team of two people to help deliver value for money and effective supplier and contract management. We promote a co-ordinated, best-practice approach to procurement. for our tens of millions of pounds worth of potentially addressable spend per annum. Our significant areas of expenditure include Facilities Management, IT systems, infrastructure, equipment, Buildings, Corporate and Professional Services.

What you'll be doing

The purpose of this role is to lead the development of our Procurement Strategy and the associated policies and processes as well as managing key procurement activity, increasing the skills of colleagues and developing our approach to reporting and compliance. You will be responsible for promoting good procurement practice with regards to sustainability, ethical purchasing and whole life costing. Whilst your core focus will be on the NCIs (which are large and complex organisations in their own right) you will also look up and out, closely collaborating with colleagues in the Parish Buying service to support the development of future procurement strategy for the wider Church.

Procurement Strategy

You will take responsibility for formulating, developing and maintaining an integrated procurement strategy for the NCIs. Identifying key areas of opportunity and risk, you'll work with relevant stakeholders (including identifying and developing strategic supplier relationships) to achieve value for money and savings targets. You'll also lead on developing and progressively implementing a category management approach to "non-pay", addressable expenditure. To do this successfully, you will need to build effective relationships with a wide range of stakeholders, including working closely with the Parish Buying team helping to develop the future strategy and approach for procurement services across the Church of England, and taking advantage of opportunities for sharing best practice, collaborative benchmarking etc across the charity sector.

Developing policies and processes

Good procurement practice is a key factor in achieving value for money and meeting the needs of the NCIs and the wider church. You'll lead on implementing and maintaining suitable procurement policies and processes which are simple to understand and adhered to across the organisations. You will also be responsible for:

- Ensuring procurement policies and practices promote compliance with relevant regulations including anti-fraud/bribery/corruption legislation and other applicable laws
- Monitoring to ensure that the requirements of the Modern Slavery Act and other relevant legislation are embedded in the management of the NCIs' supply chains
- Identifying ways to continuously improve processes and drive efficiency savings throughout the procurement cycle

Managing key procurement activity

You will lead tender processes for high value/high risk contracts, working closely with stakeholders to understand and delivery business requirements, and ensure that competitive, best practice processes are followed and documented. An additional element of your role will be to establish and manage preferred supplier contracts for relevant 'central' supplies (e.g. Travel, IT etc.), and promoting and monitoring the use of these contracts across the NCIs.

To support procurement activity you will also lead on:

- Developing and progressively growing a contracts database and procurement road map to identify key contract renewal/re-tender activities
- Implementing contract management processes to manage supplier performance and support and coach colleagues in contract management to ensure that savings and value for money are achieved over the life of the contract.

- Managing the relationship with in-house and external legal services providers to ensure that appropriate commercial contract terms are adopted including a suitable approach to risk management
- Working collaboratively with the Project Management Office and the Finance Business Partners to ensure projects are well supported, and dependencies or compliance requirements are identified as early as possible

Training and awareness

You will promote a best practice procurement approach to staff across the NCIs. This will include delivering training and awareness activities, and developing guidance and materials are available including templates for tender activities such as ITTs, RFPs etc.

Reporting & compliance

You will develop and produce regular reporting to evaluate compliance with relevant procurement policies and processes, and monitor key areas of spend and the procurement approach taken, including developing savings trackers to enable procurement achievements to be well understood and reported to management. Maintaining accurate, auditable records to demonstrate compliance with competitive processes will be a critical part of this role. You will also;

- - Work with the SAP and Accounts Payable teams to ensure best practice use of the system, identifying ways to improve data quality and ensure financial controls are enforced including monitoring and addressing 'retrospective' purchase ordering
 - Proactively managing the supplier Masterfile including managing the approval of new suppliers and monitoring the use of existing suppliers.

This job description is intended to reflect your main tasks and areas of work, but is not exhaustive. Changes may occur over time and you will be expected to agree any reasonable changes to your job description that are commensurate with your banding and in line with the general nature of your post. You will be consulted about any changes to your job description before these are implemented.

About You

The Church of England is for everyone and we want to reflect the diversity of the community the Church serves across the whole country. Therefore, while of course we welcome all applications from interested and suitably experienced people, we would particularly welcome applicants from UK Minoritised Ethnicities (UKME)/Global Majority Heritage (GMH) and other under-represented groups.

You will be naturally collaborative and consistently pragmatic, understanding how to use procurement principles and best practice in a way which drives good business outcomes and supports strategic goals, rather than being an end in themselves. You will need to demonstrate significant professional procurement experience as a procurement manager or similar in a large, multi-stakeholder, multi-entity complex organisation, and have a proven track record of delivering substantial cost savings and improving stakeholder procurement practice. You'll need to be MCIPS qualified and have a good knowledge of contract law.

You will be customer-focussed and able to manage diverse and competing stakeholder groups. You will need to demonstrate excellent interpersonal skills, and the ability to achieve cooperation and influence others, strong networking skills, as well as excellent communication to engage with senior level stakeholders.

You'll also need to be:

- Committed to the NCIs' values, which will underpin your approach to work, including how you use your excellent negotiation skills.
- Resilient, tenacious, persuasive, able to influence and to drive change
- Commercially aware, and able to interpret and evaluate financial information with confidence and inspire colleagues in similar manner
- A good problem-solver, able to connect facts, ideas and initiatives to enable improved systems, processes and procurement outcomes
- Self-motivated, able to deliver to deadlines and to work on own initiative and to motivate others in equal measure

You'll need to be confident in using Excel to manipulate, analyse and interpret large data sets, and have experience of using e-procurement / purchase-to-pay (P2P) systems. Experience of project management and familiarity with recognised project management approaches is essential, and a qualification such as Prince2 or significant experience of running large scale projects within a recognised framework would be an advantage. Experience of using SAP and implementing procurement and finance systems is also desirable.

Vacancy Summary

JOB TITLE:	NCIs Head of Procurement
NCI ENTITY:	Church of England Central Services
DEPARTMENT:	Finance
GRADE:	Band 2 Standard Point
SALARY:	Starting salary £66,186
WORKING HOURS:	35
PRIMARY OFFICE LOCATION:	Church House, Great Smith Street, London SW1P 3AZ
HYBRID WORK ARRANGEMENTS:	2-3 days a week in the office
CONTRACT TYPE:	Permanent
ORACLE POSITION CODE:	8017366
COST CODE:	50101
PARENT POSITION:	Finance Director