JOB DESCRIPTION
Procurement Manager
Vacancy Ref: A3653

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Procurement Manager</th>
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<tbody>
<tr>
<td>Present Grade:</td>
<td>9P</td>
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<tr>
<td>Department/College:</td>
<td>Procurement, Finance Division</td>
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<tr>
<td>Directly responsible to:</td>
<td>Head of Procurement</td>
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<td>Supervisory responsibility for:</td>
<td>Travel Team Lead, Insurance Officer and Purchase to Pay Team Supervisor</td>
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**Major Duties:**

The Procurement Manager is deputy to the Head of Procurement, responsible for delivery of the operational procurement service and managing the partnership between Procurement and staff who purchase goods, services and works via the Purchase to Pay and Travel teams. This includes the ‘day to day’ queries usually delegated to the Purchase to Pay Supervisor/Travel Team Lead and dialogue with senior stakeholders, Deans, Directors, Head of Departments and Pro-Vice Chancellors to resolve issues and to implement major changes.

Delivery of the University’s operational procurement service -Purchase to Pay and Travel, including maintaining and monitoring a service level agreement against KPIs to provide satisfactory levels of service. Regularly reporting on status to the Head of Procurement, Director of Finance and other senior staff as required.

Leading the strategic procurement, contract management and category management of travel services. Working as the University’s point of contact and developing executive-level relationships with strategic suppliers. Identifying and implementing continuous improvement in this fast-paced category including supporting the University’s goal to become net-zero carbon by 2035.

To manage the insurance portfolio by

- Managing the appointment and performance of the broker/service provider
- Managing the renewal of insurance cover.
- Working as the University’s point of contact and developing executive-level contacts with our Insurance providers. Advising staff at all levels on the insurance position including during emergency response as part of the University’s on call ‘Silver Team’.

To identify opportunities for procurement systems development and work with the Finance Systems Team and ISS to deliver. For example, efficiency improvements and provision of management information and reports.

Responsibility for completing PDRs for direct reports. Understanding and input into the onboarding and training responsibilities that sit with line managers.

To represent Lancaster University on local, regional and national procurement groups.
Other contacts

Internal:
Contact with staff at every level and in every area of the University. Contact with students as necessary to provide procurement, travel or insurance advice.

External:
Senior level supplier contacts, Colleagues in other Universities, BUFDG Executive, heads and members of Purchasing Consortia.