



IT Category and Supplier Risk Manager

Department:	Procurement and Premises
Report to:	Steve Sewell Head of Procurement and Premises
Job Family:	Group Services
Career Family / Job Capsule:	Professional- Expert
Key dimensions:	(£Budget, Team headcount FTE, any other relevant P&L metrics as they become available)
Purpose of the role: To provide specialised category support on IT procurement and supplier management based on experience and knowledge. To support the objectives of the Procurement team and implement enhanced supplier management and due diligence across all categories of the supply base of OneFamily.	



Key accountabilities:

- Implement due diligence reviews and the reporting of all suppliers commencing with Strategic and Bottleneck to establish and manage the risks associated with the supplier relationship.
- Support business owners in the management of their suppliers and performance. Provide coaching and support on best practice procurement and Supplier management.
- Facilitate formal business reviews between suppliers and business owners..
- Provide specific category support to the IT Department, Growth, Heritage and Partnerships in relation to supplier, contract and commercial management.
- Deputise for the Head of Procurement and Premises when required.
- Chair and facilitate the monthly departmental category meetings.
- Execute Procurement activities in line with established procurement policies and processes, taking the commercial lead on engagements in excess of £25,000.
- Maintain the Supplier Contract management system and audit its contents to ensure it is correctly updated.
- Support business owners in achieving cost savings targets and in matching business requirements to appropriate contracts, commercial terms and service/performance levels.
- Provide expert advice to the IT department as a subject matter expert, in relation to market knowledge, appropriate contractual terms and performance.
- Establish and embed robust processes and documentation to satisfy compliance requirements with regards to risk management.

Skills / Experience / Knowledge:

Many years experience of medium to large procurement functions, supplier management, contract management.
 Specific category and operational experience in relation to IT products, services and the marketplace.
 CIPS qualification desirable.
 Strong character able to act firmly with suppliers who are not achieving their expected performance levels.
 Flexible and adaptable approach to internal and external relationships recognizing that engagements happen at all levels.

Should be able to demonstrate the following skills:

- Relationship management
- Supplier sourcing and selection
- Contract/Price negotiation
- Supplier performance management
- Understanding of/familiarity with standard contractual terms and conditions
- Familiar and competent in using Microsoft office, including, Word, Excel, Power point etc.
- Financial services experience useful but not essential.
- Diplomacy

Values

Define who we are as OneFamily. They come from the beliefs we hold, the way we behave and how we want to work together for our customers. For OneFamily this means:

- Better together
- Being your best
- Being innovative
- Champion the customer's needs



	<ul style="list-style-type: none"> • Doing what's right <p>Our values are unique to our brand. They give us purpose and focus. They are vital in helping us all 'do the right thing'. If we are confident that we are true to our values, then we can be sure that we are doing the best for our customers.</p>
Adaptability	This job description is intended to provide a broad outline of the main responsibilities only. The post holder is required to be flexible in developing their role in agreement with their Line Manager. In addition, they may be required to carry out any other duties deemed appropriate within the role and expertise.
Performance Management	All employees have a responsibility to participate in regular one to ones with their manager and to identify performance standards of the post. As part of the performance management process every employee is responsible for participating in identifying their own training and development needs to meet the requirements of their role.
Health and Safety	Employees must be aware of the responsibilities placed on them under Health and Safety at Work Act 1974, and take reasonable care for the health and safety of themselves and of other people who may be affected by their acts or omissions at work.
Equality and Diversity	The Society is committed to building an environment where the diversity of its employees is valued, respected and seen as an asset to enabling delivery of the best possible service to our customers and colleagues. It is unlawful to discriminate directly or indirectly in recruitment or employment because of any of the nine 'protected characteristics' contained in the Equality Act 2010. These are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. Failure to comply with organisational policies on equality and diversity may result in disciplinary action.
Confidentiality	The unauthorised use or disclosure of customer or other personal information is regarded as gross misconduct and will be subject to disciplinary procedures, and could result in a prosecution for an offence or action for civil damages under the General Data Protection Regulations. (GDPR)

Regulatory

- To comply, at all times, with all regulatory, statutory and legislative requirements so far as they relate to the role
- To abide by the Rules of the Society at all times
- To understand and comply with all Group Governance Policies, as appropriate to the role
- To delivery all apportioned and assigned accountabilities and responsibilities



Individual Conduct Rules	
Rule 1	You must act with integrity
Rule 2	You must act with due skill, care and diligence.
Rule 3	You must be open and cooperative with the FCA, the PRA and other regulators.
Rule 4	You must pay due regard to the interests of customers and treat them fairly.
Rule 5	You must observe proper standards of market conduct.

Declaration	
I hereby confirm that I have read and understood the content of this Job Description and Person Profile and I accept the content as an accurate description of the role which I am required to perform.	
Job holders full name:	
Job holders signature:	
Date:	