

Head of Procurement : Key Objectives and Tasks

The following are examples of what could be included in a job description for a Head of Procurement,:-

Job Objectives

- To advise the organisation on all strategic procurement matters, and act as the source of the organisation's procurement expertise.
- To monitor and steer the delivery of the organisation's procurement activity and to assist in ensuring procurements are undertaken in accordance with the organisation's stated aims and objectives.
- To maintain and update as necessary, the organisation's corporate procurement strategy, and to ensure the successful delivery of that strategy.
- Provide the leadership focus for the organisation's procurement community and ensure that the highest professional standards of procurement practice are maintained to deliver the benefits of best procurement practice.

Key Tasks

- Prepare, implement and review the Corporate Procurement Strategy (including e-government) and procurement policies.
- Maintain a detailed awareness of current and emerging procurement best practice and ensure all associated policies of the organisation are reviewed accordingly.
- Ensure the organisation's e-government strategy is embedded in the procurement process.
- Liaise effectively with all budget holders in order to maintain an awareness of all current procurement projects and procurements planned for the next five years.
- Provide professional procurement advice to all budget holders in respect of all stages of key procurement exercises. In particular, the development and agreement of business cases, the identification of stakeholders' requirements, market analysis, risk management, change control procedures, contract management and post contract review.
- Liaise with budget holders to deliver cost reductions, quality improvements, or security of supply outcomes.
- Adopt and use any new procurement efficiency tools making use of technology, shared solutions and other collaborative mechanisms.

- Proactively develop markets, by networking and developing the key providers to the organisation.
- Identify, explore and evaluate opportunities for procurement collaboration.
- Ensure performance data is obtained regarding the organisation's key suppliers, contractors and service providers, and that such data is reviewed in order to identify and correct weaknesses.
- Develop, maintain, monitor and review performance indicators relating to the efficiency and effectiveness of the organisation's procurement function and wherever necessary recommend and implement corrective action on a timely basis.
- Develop and maintain strategic alliances / partnerships.
- Provision of knowledge and experience to procurement staff to develop a capability and training plans; and ensure that policies, standards and strategies are properly interpreted.
- Lead initiatives on behalf of the organisation in respect of sustainable procurement.
- Ensure the equalities and diversity agenda is actively promoted in all purchasing processes throughout the organisation.
- To be aware of all new developments and initiatives concerning procurement, including new legislation and Government guidelines, and ensure that all relevant officers in the organisation are advised appropriately.