

Provide staff with the necessary guidance, training and information to enable them to act in accordance with procurement and purchasing policies and procedures.

Ensure that all new starters are provided with the appropriate procurement and purchasing information as part of their induction.

Ensure that the Finance section on Hwb contains appropriate and relevant information relating to Procurement and Purchasing and to take the lead role in ensuring that the pages are kept up to date.

Support business leads with the preparation of any business cases required for the approval of procurement activity, including supporting with any reports required to be presented to the Board of Directors.

Support business leads with contract management activities as appropriate.

Tenders

Design, implement and maintain standard tender documentation.

Oversee all tender activity and provide support and guidance to the business as appropriate, including providing advice and guidance in establishing requirements, assessment criteria and cost / quality mix.

Support the business as required in assessing tender responses for the supply of goods and services.

Ensure Financial regulations and procurement procedures are followed, including verifying quotations for high value transactions as appropriate.

Contract Database

Compile and maintain a central database for all WJEC contracts in order to centralise and monitor contract end dates and instigate any required procurement activity or renegotiation of terms.

Suppliers

Maintain a database of all WJEC suppliers, ensuring that all appropriate information is centrally recorded and that GDPR requirements are adhered to.

Manage the engagement and use of new suppliers, ensuring that all new suppliers are appropriately vetted, including but not restricted to considering conflicts of interest, confidentiality and modern slavery requirements.

Ensure that all potential supplier and preferred suppliers can demonstrate appropriate quality, health and safety and environmental accreditations and satisfy the ambition of our carbon reduction programme.

Work with business areas to create and maintain a preferred supplier list for key WJEC supplies.

Transaction Processing

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Invoice Processing: With due care to segregation of duties, to support the Transactions Team as appropriate in checking, processing, and payment of purchase ledger invoices and support the team in ensuring that all expenditure is processed in accordance with the WJEC's relevant policies.

Payment Practices: Work with the wider Finance team to ensure that WJEC is focussed on paying its suppliers within the agreed payment terms.

Data and Reporting

Ultimate responsibility for the accuracy of all data and MI in relation to Procurement and Purchasing.

To ensure that Payment Practices reporting follow statutory requirements.

To develop reports to support the MI requirements and aspirations of the organisation, working in conjunction with the Business Intelligence team as appropriate.

Person Specification

Job title: Head of Procurement

Department: Finance

Training / Qualifications

Highly desirable
CIPS qualified.

Other Requirements

The following competencies (behaviours and characteristics) have been identified as key to success in the job:

FOCUSING ON INTERNAL AND EXTERNAL CUSTOMERS AND BUSINESS NEEDS

