

Job Title:	Procurement Manager
Hours of work:	35 hours per week (this is a full-time post)
Contract:	Permanent
Salary:	Competitive
Location:	Located in Swansea or Gloucester

About the project:	<p>The Active Building Centre Limited (ABC) is an ambitious, high profile, project of national importance.</p> <p>ABC, a Government-backed Research and Technology Organisation (RTO), are collaborating with industrial and academic partners to mobilise and deliver applied research, product development, commercial engagement and the realisation of a comprehensive demonstrator portfolio.</p> <p>Our goal is to revolutionise construction through the deployment of active buildings – transforming the energy and construction industry through new innovative building design.</p> <p>Growing from the success of existing Active Buildings we are developing an ambitious portfolio of advanced multi sector demonstrators which are sustainable, perform better, are more comfortable and will significantly contribute to decarbonisation.</p> <p>As part of a highly skilled team looking to transform the energy and construction industry and drive policy change, you will be open to new ideas, bring fresh thinking, and be ready to play your part in delivering the case for Active Buildings.</p>
About the role:	<p>ABC is looking for an experienced Procurement Manager to join the Operations Team.</p> <p>You will be responsible for the management of all Procurement within ABC (working within the Framework and rules of Public Sector Procurement).</p> <p>You will report into the Chief Operating Officer (COO) and work closely with both the Chief Technical Officer (CTO) and Finance Director.</p>

	<p>We are looking for someone who is self-motivated, proactive & professional who is ready to be part of something new, innovative and exciting!</p>
<p>Key Responsibilities:</p>	<ol style="list-style-type: none"> 1. Review and refine Procurement processes, procedures, documents and templates; 2. Work closely with all departments to provide advice on procurement best practice; 3. Establish Framework Agreements and other compliant methods of procurement (Direct Award Contracts, Collaboration Agreements); 4. Find and partner with reliable vendors and suppliers; 5. Write supplier contracts and negotiate contract terms; 6. Work alongside the Technical Team to write, advertise and assess Tenders; 7. Maximise value for money and seek to have commercial contracts in place that are in the best interests of the company; 8. Identify, appraise and manage potential risks associated with different sourcing strategies; 9. Ensure that all items purchased meet all appropriate quality and safety standards; 10. Line-manage, mentor and motivate your team to ensure career development and delivery of departmental objectives; 11. Participate in reviews, audits and other assurance processes; 12. Work closely with the Finance Director for forecasting and compliance purposes; 13. Any other duties as directed by the COO of Active Building Centre Ltd (or their nominated representative).
<p>Person specification:</p>	<p><u>Essential criteria:</u></p> <p>Qualifications & Experience:</p> <ul style="list-style-type: none"> • A minimum of 5 years Procurement Management experience; • Educated to Degree Level or equivalent qualification/work experience; • Familiarity with sourcing and vendor management within specification based selling for project related activities and Technical / engineering / scientific buying experience. <p>Knowledge and Skills:</p>

- Experience of working in a dynamic SME Start-Up Organisation;
- Excellent knowledge and understanding of both Public (EU Procurement Directives and Public Contracts Regulations PCR2015) and Private Procurement;
- An understanding of off-payroll working tax legislation (IR35);
- The ability to manage, mentor, motivate and develop a small team;
- A knack for negotiation and networking
- Excellent written and communication skills with experience of drafting contracts and the ability to build and manage strategic relationships (at all levels);
- Strong analytical skills with an eye for detail and the ability to gather and analyse data;
- Self-motivated and ethical with a positive attitude.

Desirable criteria:

- MCIPS Qualified (or working towards)
- Driving license and flexibility to work from other ABC Ltd offices on a weekly basis