

**THE NATIONAL INSTITUTIONS OF THE CHURCH OF ENGLAND**  
**MANAGING EMPLOYER: Church of England Central Services (ChECS)**

**Finance & Resources**

**JOB PROFILE**

**JOB TITLE:** Procurement Business Partner (NCIs & the wider Church)

**GRADE:** Band 4

**LOCATION:** Church House, Great Smith Street, London, SW1P 3AZ

**ACCOUNTABLE TO:** Head of Procurement

**RESPONSIBLE FOR:** Specific areas of spend

**KEY RELATIONSHIPS:**

IT Services, Property/Facilities, Professional services , National Society, Investments, Finance Business Partners, SAP Team, Accounts Payable, Senior Leadership Group, Facilities Manager, National Procurement Officers, , and Major Suppliers

**OVERVIEW :**

The National Church Institutions (NCIs) are national administrative bodies that work together to support the mission and ministry of the Church of England. Their activities are hugely varied, ranging from management of a multi-billion-pound investment fund, to a grant-giving charity, a housing service for retired clergy and the administration of four multi-employer pension schemes.

Since 2017, the NCIs have progressively established a dedicated Procurement function to help deliver value for money and effective supplier and contract management through promoting a co-ordinated, best-practice approach to procurement across the NCIs, which together incur [c. £40m – to update] of addressable spend per annum. Expenditure on IT systems, infrastructure, equipment, Property & Facilities and Professional Services is a significant area of focus, with good procurement practice a key factor in delivering an effective procurement service which meets the needs of the NCIs and the wider church.

We are seeking a Procurement Business Partner to act as (IT/Property & Facilities/Professional Services) procurement business partner, as well as supporting the Head of Procurement to deliver the core objectives of the Procurement function on behalf of the NCIs.

**POST INTRODUCTION:**

You will take the lead on procurement activity for the IT/Property & Facilities/Professional Services spend areas to enable the delivery of Value for Money (VfM) solutions across all IT/Property & Facilities/Professional Services goods and services. You will act as IT/Property & Facilities/Professional Services Procurement lead, developing strong working relationships with the relevant teams and promote good procurement practice and effective contract management to support various departments in delivering an effective, high quality IT/Property & Facilities/Professional Services procurement service for the NCIs and the wider church. This will include running competitive tenders, appointing and managing preferred suppliers, and providing procurement support for key procurement driven projects.

Working with the Head of Procurement you will also assist in building procurement capability across the NCIs and the wider church, providing training and guidance to staff to ensure that a best practice approach is adopted across all applicable spend areas. In addition to the IT/Property & Facilities/Professional Services spend categories, you will provide procurement support for other business areas as our focus require. This will include leading competitive tender processes in partnership with key stakeholders to ensure business requirements are delivered and Value for Money (VfM) objectives are achieved. You will also provide support for supplier management and contract management processes, and the production of relevant management information for the Procurement function (e.g. spend reporting, savings tracking etc.)

## **MAIN DUTIES AND RESPONSIBILITIES:**

### **IT/Property & Facilities/Professional Services Procurement (Category Management)**

- Lead on IT/Property & Facilities/Professional Services purchasing arrangements, ensuring a coordinated approach is taken and that standard templates and documentation are utilised, and decision makers are correctly advised on the appropriate routes to deliver effective commercial supply outcomes
- Manage the IT/Property & Facilities/Professional Services contract lifecycle from scoping, initial sourcing, to renewal/re-tendering including providing support to the IT/Property & Facilities/Professional Services teams in relation to ongoing contract management including proactively driving contract service reviews and ensuring suppliers are held to account for the delivery of key SLAs and KPIs
- Develop an IT/Property & Facilities/Professional Services procurement roadmap, ensuring key contract renewal/re-tender exercises are planned and undertaken in good time, with the full engagement of key stakeholders
- Assist IT/Property & Facilities/Professional Services colleagues in commercial negotiations with IT/Property & Facilities/Professional Services suppliers on hardware, software, licensing, property & facilities management and professional services pricing, terms, SLAs etc.
- Provide training, advice and support on all areas of IT/Property & Facilities/Professional Services purchasing and good practice procurement, in accordance with NCI policies
- Work closely with IT/Property & Facilities/Professional Services staff to ensure they raise purchase orders in a timely fashion and enable invoices to be paid in accordance with agreed terms
- Provide accurate and timely supplier and expenditure analysis to the relevant team/Director being supported per procurement and more broadly as required
- Actively contribute to IT/Property & Facilities/Professional Services business cases, provide cost/benefit analysis for funding proposals
- Provide procurement support and guidance for significant IT/Property & Facilities/Professional Services capital projects
- Support the Finance Business Partners (ChECS) by providing relevant information to inform financial planning processes for IT/Property & Facilities/Professional Services (including budgeting and forecasting)

### **General Procurement**

- Proactively manage, maintain and work towards categorisation of the supplier base including developing a core list of Preferred and Approved suppliers particularly within the IT/Property & Facilities/Professional Services areas
- Assist in improving, automating and embedding the robust supplier on-boarding process
- Undertake appropriate due diligence in relation to new suppliers
- Work with the SAP (Finance/P2P system) and Accounts Payable teams to ensure best practice use of the system, identifying ways to improve data quality and ensure approval processes are adhered too, including monitoring and addressing any 'retrospective' purchase ordering
- Support high risk/high value procurement activities across all NCIs as required
- Provide training, advice and support on all areas of procurement across the NCIs

- Work with the Head of Procurement to establish, build, own and maintain a contracts database, ensuring that all contracts are centrally recorded, and that relevant reporting is developed and maintained to monitor contract renewal/re-tendering processes
- Drive the Contracts Database to establish a progressive procurement road map and timetable to assist in identifying and planning key procurement activities, ensuring these are planned, managed and executed in a timely fashion
- Help to develop and embed supplier spend reporting from the Finance/P2P system
- Help to develop and maintain procurement savings tracker to demonstrate the benefits of good procurement
- Be an ambassador for best practice with regards to modern slavery, sustainability and ethical procurement
- Identify and implement opportunities for improvement in the supply chain process across the NCI's and the wider church

The main duties and responsibilities of your post are outlined in this, your job description. This list is not exhaustive and is intended to reflect your main tasks and areas of work. Changes may occur over time and you will be expected to agree any reasonable changes to your job description that are commensurate with your banding and in line with the general nature of your post. You will be consulted about any changes to your job description before these are implemented.

## **PERSON SPECIFICATION:**

### **Essential**

#### *Skills/Aptitudes:*

- Customer-focussed and able to manage diverse & strong stakeholder groups
- Excellent interpersonal skills, able to achieve cooperation and influence others
- Good communication skills both written and oral, able to openly engage with senior level stakeholders
- Strong negotiating skills with the ability to negotiate in a way that is in sympathy with the mission and ethos of the Church
- Strong ethical principles, able to act in sympathy with the Church of England's ethical stance
- Resilient, persuasive and able to drive change at all levels both internally & externally through amongst other things, key supplier relationships
- Good problem-solving skills, & forensically able to improve systems and processes
- Highly self-motivated, able to deliver to deadlines and to work on own initiative
- Well-developed commercial acumen, able to interpret/evaluate financial information with confidence
- Strong attention to detail
- Ability to work calmly and effectively under pressure
- Able to work well as part of a team and develop trust and respect from colleagues
- Good technical awareness of IT/Property & Facilities/Professional Services products and/or services
- Good knowledge of contract law and commercial contracts with an ability to risk assess and mitigate/negotiate accordingly

#### *Knowledge/Experience:*

- Proven track record of delivering substantial cost savings in a diverse procurement environment
- Significant experience in a procurement role in a large/complex or diverse organisation
- Experience in sourcing & procuring IT/Property & Facilities/Professional Services
- Knowledge and experience of managing procurement activities from scoping requirements through to contract award, including developing the business case, designing the evaluation methodology and putting in place a strategy for appropriate risk assessment and management
- Experience of creating and developing procurement related documents, (RFP, RFQ and ITT)
- Experience of developing, improving and applying best practice procurement tools and techniques
- Experience of project management and familiarity with recognised project management approaches

*Education:*

- Chartered Institute of Purchasing & Supply (CIPS) full membership, or working towards or equivalent Business Degree

**Desirable**

*Skills/Aptitudes:*

- Excellent Excel skills with an ability to manipulate, analyse and interpret large data sets

*Knowledge/Experience:*

- Use of SAP or a similar financial system
- Experience of using e-procurement systems / purchase-to-pay (P2P) systems
- Knowledge of Contract Law
- Experience of implementing and managing Supplier SLAs and KPIs

**Circumstances**

The role is based in Westminster with flexibility to work from home for 2-3 days per week depending on customer and department requirements and may require working at Lambeth Palace or regionally willing & ability to travel as required – flexibility is the key here.

## **GENERAL INFORMATION:**

### ***Who we are and our values***

***We in the National Church Institutions support the mission and ministries of the Church locally and throughout England. We work together in our teams, with those who serve in Parishes, Dioceses, Schools and other ministries and with our partners at a national and international level.***

***We have developed our NCI 'people' values which are below, and we work with these regardless of whether we are of Christian faith, another faith or no faith;***

**Excellence:** we take pride in doing a good job

- Understand the needs and expectations of those we serve and support
- Take personal responsibility for solving problems and learn from what we do
- Support what works but be open to and welcome change where it's needed

**Respect:** we treat everyone with dignity

- Work with others to get the best Result for those we serve and support
- Value people for who they are and embrace our differences
- Listen and learn from each other, regardless of who or what we are
- Set clear, realistic and fair expectations
- Recognise achievement and support each other

**Integrity:** we are trustworthy

- Do what we have said we will do
- Take accountability for what we do
- Be open and straightforward with ourselves and others
- Celebrate behaviours that support our values and challenge those that don't

Our training, policies, procedures and practices are all intended to support behaviours in line with our values and we expect all staff to uphold these.

### ***Diversity***

We understand the benefits of employing individuals from a range of backgrounds, with diverse cultures and talents. We aim to create a workforce that:

- values difference in others and respects the dignity and worth of each individual
- reflects the diversity of the nation that the Church of England exists to serve
- fosters a climate of creativity, tolerance and diversity that will help all staff to develop to their full potential.

We are committed to being an equal opportunities employer and ensuring that all employees, job applicants, customers and other persons with whom we deal are treated fairly and are not subjected to discrimination. We want to ensure that we not only observe the relevant legislation but also do whatever is necessary to provide genuine equality of opportunity. We expect all of our employees to be treated and to treat others with respect. Our aim is to provide a working environment free from harassment, intimidation, or discrimination in any form which may affect the dignity of the individual.

### ***Standards of Behaviour and Conduct***

Staff are expected to act at all times with due consideration for others and in a manner befitting their position as employees of the Church and as professionals, whatever their job.

### ***Health and Safety Responsibilities***

The NCIs take Health and Safety at work very seriously and require their staff to familiarise themselves with, and follow, their policy.

### ***Confidentiality***

Staff must not pass on to unauthorised persons, any information obtained in the course of their duties without the permission of their Head of Department.