Improving life together

Metropolitan Housing Partnership

Job Profile

Job title:	Procurement and Sustainability Analyst

Grading:	**Job Family:**	Business Support
	Level:	4
	Zone:	1

Job purpose:

Working with business and other managers to specify goods and services, identify opportunities to make savings both from internal and external costs (including reducing demand). Manage and deliver analysis of supply requirement, tenders, negotiation of contracts and post negotiation implementation services. Develop and maintain relationships with suppliers. Deliver objectives under sustainability and supply chain strategies.

Main accountabilities:

Supply chain, procurement and sustainability casework

- Deliver sustainability, supply chain and procurement projects in accordance with agreed strategies and project work plan. Delivering operational and financial targets..

Systems, internal controls and supplier administration

- Work with businesses, Human Resources, Information Systems and Finance to deliver procurement to pay systems and controls.
- Undertake due diligence of suppliers, and ensure that new suppliers are recorded and registered on business systems.

Supply analysis

- Work with businesses and other services to analyse demand and assist in the specification of goods and services to be supplied.
- Review of supplier data and financial information to identify areas of procurement activity. .

Procurement

- Preparing and managing tenders, inside and outside the EU procurement rules.
- Negotiating contracts for supply of goods and services (non tender route of supply)

Technical support and enforcement

- Provide technical support on procurement including requirements under EU procurements rules and achieving value under different procurement models.
- Review and update of procurement (and procure to pay) procedures and subsequently monitoring and enforcing compliance with agreed procedures.
- To undertake administration of the Oracle system.
- To provide training for business users on Procurement Service Now (Oracle).

General

- Perform other duties as may be reasonably required by your line manager
- Manage your own continual professional development utilising available learning resources and opportunities
- Agree to conduct yourself in line with the general standards of conduct and behaviour as detailed in MHP's Code of Conduct which include awareness of risk, health and safety at work, data protection and embracing the cultural diversity of all colleagues and customers
- Demonstrate flexibility regarding working patterns

Key experience and qualifications required:
This section outlines the key criteria you must address when submitting your application, as shortlisting will be based on the information you supply here. Please address both essential and desirable criteria.

Essential Criteria:

- Demonstrable experience and ability of influencing others, developing productive relationships internally and with suppliers and advisers/ consultants.
- Ability and experience of communicating clearly and with precision. Ability to write clearly, concisely understanding the impact on the reader.
- Ability and experience of quantitative and financial analysis and evidence of the translating insights from that analysis into well structured and innovative recommendations for change.
- Understanding of the sustainability agenda and how sustainability can be incorporated into supply chain/ procurement activity.
- Experience of and demonstrable success in procurement including preparing, commissioning, evaluating and negotiating tenders; negotiating supply of goods and services outside of tender process.
- The ability to seek out and assess best practice and opportunities for innovation from both internal and external sources
- Experience of using a business intelligence tool (eg. OBIEE, QlikView)
- Good understanding and some practical experience of developing and implementing business and procurement systems
- Good understanding of the principles behind developing systems of internal control.
- Good understanding and experience of managing budgets.
- Strong IT skills, and in particular experience of using MS Office products.

Desirable Criteria:

- Educated to a degree level (or equivalent)
- Familiarity with Oracle I-Procurement Systems.

MHP Cultural Indicator Definitions:
The cultural behaviours that you will be expected to exhibit in your role are detailed below. You are not required to address these in your job application, but they will be assessed should you be successful in securing an interview.

MHP Culture – Shared by everyone	
Cultural indicator:	**Definition:**
Supportive	Demonstrating support for others in the way you act and deliver services
Honest	Demonstrating a strong desire to be open and honest whilst working to professional standards
Accountable	Indentifying the results needed to be successful in your role and accordingly to achieve them
Respectful	Demonstrating respect to all customers, colleagues and stakeholders in the way you act and deliver services
Encouraging	Encouraging others to be successful by the way you behave and how you deliver services
Dynamic	Demonstrating an enthusiastic approach to work, using own skills and abilities to best effect.