**Job Description**

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| **Job Title:****Function:****Reports to:**  | Procurement ManagerProcurement Head of Procurement |
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**The role**

The Procurement Manager - Indirects plays a critical role in delivering the PortmanDentex Procurement strategy through proactive category management, excellent stakeholder engagement and strong commercial nous. The Procurement Manager leads, develops and executes the selection, contracting and ongoing management of the third-party supply chain - ensuring that the right goods and services are provided at the right time, at the right place, at the best value for PortmanDentex.

The Procurement Manager - Indirects is responsible for a range of non-Clinical categories including Property, FM, Marketing, Utilities, Nonclinical Consumables, Technology, Waste Management, Professional Services and various other indirect categories, working alongside a team of consisting of 2 x Procurement Managers and 3 x Procurement Specialists.

Following the merger of Portman Dental Care and Dentex Health in 2023, we now operate as PortmanDentex. Since the merger we have embarked on the implementation Oracle for our People and ERP systems, including P2P. Whilst this will set us up for future success, the role will initially require ingenuity, perseverance and the ability to deal with ambiguity when it comes to existing and historical data.

**Key Accountabilities**

* Responsible for effective management of a wide range of indirect categories of spend through the requirement and demand challenge, sourcing process, supplier selection, contracting and supplier relationship management of third-party suppliers.
* Support the Head of Procurement in developing, defining and implementing the PD procurement strategy and policy to be deployed across the business.
* Develop and lead the implementation of various sub-category strategies, as determined by the business needs.
* Identify opportunities for cost reduction and/or operational improvement, as the business scales.
* Perform supplier selection through methods appropriate to the market, including RFIs, RFPs, e-Auctions and negotiated agreements that contribute to the agreed savings target.
* Produce sourcing summaries and recommendations for all contracts, including drafting and negotiating contracts, in collaboration with the in-house legal team.
* Provide commercial insight and recommendations to key stakeholders in relation to the engagement and management of third-party suppliers.
* Work with the Operations, Property, Technology, Finance, Marketing and other teams as necessary to define business needs and requirements.
* Collaborate with the broader Procurement team to ensure procurement strategies are complimentary and aligned to the procurement strategy.
* Identify areas of continuous improvement to deliver operational and financial efficiencies.
* Provide support to Finance, where required, to track savings delivery.
* Negotiate and establish contracts where required, thereby minimising risk and protecting PD.
* Work with suppliers to improve performance in line with contractual KPIs.
* Report on supplier and contractual performance with associated risks and mitigations to the wider business.
* Deliver robust relationship management to maximise influence over suppliers; particularly to seek innovation through existing relationships and agreements.
* Provide Commercial support to the Integrations and Practice teams as PD acquire and integrate new practices to the business as well as supporting any divestments that may occur.
* Work closely with the Operations Team and Finance Business Partners to ensure Practices are maximising the benefit of the centrally negotiated contracts and improve compliance.
* Practice engagement, influencing and education; drive collaboration and partnership with Practices.
* Help in the development of the capabilities of the team, including Procurement Specialist colleagues. This will be done through sharing knowledge, experience and providing advice as and when required.

**Skills and Experience**

**Essential:**

* MCIPS – full or working toward full membership OR demonstrable relevant experience in a procurement role (5 years+).
* Relevant procurement experience including supplier negotiation, tendering and contract management.
* Have the procurement functional/technical knowledge and skills to perform the role to a high level.
* Track record of delivering results.
* Have a customer-centric focus with a growth mind-set to manage the various and sometimes conflicting priorities and challenges.
* Strong negotiator, able to manage and influence third party suppliers.
* Adept at supplier sourcing, contract negotiation, building strong supplier relationships and monitoring Service Level Agreements.
* Strong stakeholder management.
* Confident, and with the gravitas to engage, influence, and advise internal stakeholders at all levels within a rapidly growing business.
* Able to drive change and challenge stakeholders in an intuitive, nuanced and diplomatic style.
* Uses logic and proven methodology to solve difficult problems with effective solutions; can see hidden problems and look beyond the obvious to not stop at first answers.
* Relate well to all kinds of people: build appropriate rapport, constructive and effective relationships, use diplomacy and tact and adept at diffusing even difficult situations.
* Can be counted on to achieve or exceed KPIs/objectives; consistently a top performer, who steadfastly pushes self and others.
* Experience of change management and business process improvement.
* Well organised and ability to plan own workload.
* Attention to detail and strong analytical skills.
* Comfort and ease to start building a solution or project from the ground up.
* Excellent written and verbal communication skills; ability to write clear and succinct reports and communications.
* Ability to interpret complex information.
* Ability to work under pressure.
* Solid business acumen and commercial awareness.
* Be comfortable with ambiguity; be adaptable and flexible.

**Desired:**

* Experience of working in a multi-site environment.
* Healthcare sector experience.
* Preferably Degree qualified.
* Experience of P2P systems would be an advantage – particularly Oracle Self-Service Procurement

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| **Date:** | November 2024 | **Prepared by:** | Adam Hillier |