

IT Procurement Lead

Job Level	Level 4	Job Reference No:	
		Role review date:	June 2023
Directorate	Digital, Data and Technology	Function	Technology
Service	Service Delivery	Reports to:	IT Procurement Manager

Scale and scope of role

Direct reports	None	Indirect reports	None
Budget responsibility/ accountability	£1.5m	Accountable for other resources	DDaT 3 rd Party Supplier spend

Context

We help anyone, anywhere in the UK and around the world to get the support they need if crisis strikes: connecting human kindness with human crisis.

We enable vulnerable people in the UK and abroad to prepare for and withstand emergencies in their own communities. And when the crisis is over, we help them to recover and move on with their lives.

We are part of the Red Cross and Red Crescent global humanitarian network.

Our Values and Principles

Our values (compassionate, courageous, inclusive and dynamic) underpin everything that we do. As a member of the Red Cross and Red Crescent Movement, the British Red Cross is committed to, and bound by, its **fundamental principles**: humanity, impartiality, neutrality, independence, voluntary service, unity and universality.

Diversity

At the British Red Cross, we are looking for the right people to help us provide support to millions of people affected by crisis. We want our team to reflect the diversity of the communities we serve, offering equal opportunities to everyone regardless of age, disability, gender reassignment, marriage and civil partnerships, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

Diversity is something we celebrate, and we want you to be able to bring your authentic self to the British Red Cross. We want you to feel that you are in an inclusive environment, and a great position to help us spread the power of kindness.

Purpose of the role

The role is responsible for developing and enhancing performance and value from our supplier relationships whilst ensuring that our strategic objectives are being met. This role also encompasses tasks such as supporting in public tenders, contract management and the procurement of IT equipment.

This role is key in ensuring that British Red Cross spend is managed well – driving quality improvements and cost effectiveness from key suppliers.

The role will also contribute in supporting other business critical functions by engaging with them to ensure their needs are being met through our key supply contracts.

Key responsibilities

IT Procurement

- Actively promote the Technology IT Procurement strategy for budget, cost to serve and quality of service objectives within DDaT.
- Maintain the Supplier and Contract Management Database within our E-Procurement tool.
- Identify areas for cost savings/quality improvements and actively drive value across the budget spend working collaboratively across the directorate to support and identify opportunities.
- Support, Identify and proactively manage the strategic/operational suppliers – ensuring that each have good ownership, regular service reviews and risk assessments, support the drive of costs savings and quality of service.
- Ensure that financial due diligence is undertaken on the top tier strategic and operational suppliers.
- Mentor and coach individuals within the team to ensure that they can carry out their supplier management duties inline with the IT Procurement process.
- Drive understanding of the importance of ongoing IT Procurement and Supplier management across the directorate.
- Maintain an accurate inventory of IT Assets and their lifecycle, including disposal and replacement inline with BRC green objectives.

IT Purchasing

- Pro-actively engage with key stakeholders within IT to plan renewals of existing Contracts.
- Support with the procurement of IT goods and services where required.
- Ensure that the end-to-end process for those needing to purchase tech equipment and software is a user-friendly and efficient process by proactive management of the team who do this, and collaboratively drive continual improvement in in the process.
- Pro-actively manage and mature the integration of the purchasing process into other key DDaT and finance processes.

Technology Refresh

- Support with the implementation of the strategy for allocating these funds annually.

Operational Support

- Budget responsibility for cost centre(s).

Team Member

- Actively participates in all team meetings.
- Supports other team members.
- Work and behaves in accordance with all BRC policies and procedures.
- Upholds the fundamental principles of the Red Cross and acts with integrity, in accordance with the Society's values (inclusive, compassionate, courageous, and dynamic).

The duties and responsibilities described are not a comprehensive list and additional tasks may be assigned from time to time that are in line with the level of the role.

Pre-engagement checks

Criminal Records

England and Wales – Disclosure and Barring Service (DBS)
• None
Scotland
• None
Northern Ireland
• None

Drivers Check – Required: No

Person Specification

Requirements	Evidence obtained through Shortlisting (S), Interview (I), Assessment (A)		
	S	I	A
Knowledge and Skills			
Essential			
- Supplier management	S	I	
- A sound knowledge of Contracts	S	I	
- Commercial Awareness and understanding of procurement processes	S	I	
- A sound technical understanding of the technologies underpinning major IT systems and telephony and network provision.		I	
- Risk management processes.		I	
Desirable			
- A Bachelor's or Master's Degree in logico-numerate discipline	S		
- Knowledge of trends in technology and the charity sector	S		

Experience	S	I	A
<p>Essential</p> <ul style="list-style-type: none"> - Proven skills in complex supplier management with suppliers of a high value (>£500k per annum) - Able to improve end to end processes in a systematic way - Building and maintaining partnerships and relationships - Skilled at building and maintaining relationships with geographically disbursed teams - Strong written communication skills and a confident presenter to senior stakeholders. - A skilled negotiator. <p>Desirable</p> <ul style="list-style-type: none"> - ITIL foundation basics - IT Project Lifecycle and PMO management - CIPS Level 4 – Diploma 	<p>S</p> <p>S</p> <p>S</p> <p>S</p>	<p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p>	
Additional requirements			
<p>Essential</p> <ul style="list-style-type: none"> - Ensures inclusive practice, challenges discrimination, and promotes diversity in line with our Equality, Diversity, and Inclusion (EDI) policy. - Ensures inclusive practice and promotes diversity - Prepared to travel in UK - Prepared to work flexibly, which from time to time will mean working outside normal office hours 		<p>I</p> <p>I</p> <p>I</p> <p>I</p>	
Values in Action			
<p>Dynamic - We move forward as one team.</p> <ul style="list-style-type: none"> - Every day, we're adapting, innovating, and learning. - When the unexpected happens, we are calm, quick, and efficient. - We respond smartly, using clear processes and systems. <p>Compassionate - We stand for kindness.</p> <ul style="list-style-type: none"> - People come first, no matter who or where they are. - We have genuine, open-minded conversations. - Together, we're a united force for good. 			

Inclusive - We are open to all.

- We treat each other with dignity and respect.
- Every person's uniqueness is valued, supported, and celebrated.
- Our individual backgrounds and experiences make our organisation stronger.

Courageous - We are bold.

- We show our strength by doing the right thing.
- We aren't scared to test our creative ideas.
- As humanitarians, we go the extra mile to help people in crisis

We guarantee an interview to disabled candidates (as defined in the 2010 Equality Act) who meet the minimum shortlisting criteria in the advertised person specification and apply under the disability confident scheme.