

Technology Procurement Category Manager Job description

Together we are help and hope for everyone living with dementia



Who we are

Dementia is the biggest health and social challenge of our time.

There are currently estimated to be 900,000 people in the UK with dementia. Many are undiagnosed and facing the realities of their condition alone.

At Alzheimer's Society we're working towards a world where dementia no longer devastates lives. We do this by giving help to those living with dementia today and providing hope for the future.

We're here for everyone living with dementia.

As a Society, we are made up of people with dementia, carers, trusted experts, campaigners, researchers and clinicians. We are the UK's largest collective force of people with unparalleled knowledge and over 40 years of experience addressing the biggest challenges facing people living with dementia.

Together we are help and hope for everyone living with dementia.

Our values

Our values tell everyone who we are as an organisation. Our values make sure that our focus is clear for the challenges and opportunities ahead and remind us what we all stand for. Our values are evident in everything we do, how we do it and how we work together.

These are not just words on a wall, we live these every day in all our work. We are Determined to make a difference when and where it matters most, by being passionate, focussed and making a lasting impact for people affected by dementia.



Determined to make a difference

We're passionate, we're focused and we make a lasting impact for everyone living with dementia.



Trusted expert

We're listening, we're learning and we use experience and evidence.



Better together

We're open, we combine our strengths and we achieve more together.



Compassionate

We're kind, we're honest and we don't shy away from challenges.

Through our values we will make the greatest difference for people affected by dementia. Whether you are someone living with dementia, a family member or carer, a supporter, a donor, a colleague from another organisation, an employee or a volunteer, these four values will shape your experience with Alzheimer's Society.

Technology Procurement Category Manager

Position in the Organisation

Reports to the Senior Procurement Manager
 Member of our Procurement team
 Part of our Finance and Assurance directorate

Purpose of this Role

We are here for anyone affected by dementia to help them navigate some of the hardest and most frightening times of their lives.

We are advisors, supporters, fundraisers, researchers, influencers, communicators, technical specialist and so much more. We are volunteers, we are employees, and together we are here to make a difference to the lives of people living with dementia and their carers.

Alongside the Senior Procurement Manager, the post holder will be responsible for identifying and delivering commercial opportunities as well as supporting the organisation to deliver its strategic objectives.

The Society has an ambitious plan to ensure that its IT, digital, and data landscape is optimized for future growth and innovation. To support this ambition, we are seeking to appoint a Category Manager with significant expertise in these specialisms.

This experience should include software and professional services across all three subject areas.

You will have experience of:

- Managing to end to end tender process from supporting specification development, market assessment, market engagement, most advantageous response assessment, contract approval and award.
- Developing the appropriate contractual documents including relevant schedules and service level agreements either on supplier or Society terms and be familiar with G-Cloud frameworks.
- Ongoing supplier relationship management including development of statements of works under frameworks, contract change management, supplier due diligence and risk assessments, and supplier performance management.

The post holder will also support the development of the procurement function, assisting in rolling out the processes and procedures that will form the basis for the Society's approach to procurement, supporting the implementation of procurement systems and process improvements and, when required, deputising for the Senior Procurement Manager.

We are looking for someone who exemplifies our values, someone who is: Determined to make a difference when and where it matters most. A Trusted Expert who believes in working Better Together and demonstrates true Compassion.

Key Accountabilities and Responsibilities

- Accountable for the design and delivery of procurement strategies for technology services across the Society.
- Responsible for driving a portfolio of procurement projects through the entire procurement process from specification development to the achievement of sign off (at SLT, CEO or Trustee level) for the final contract.
- Works closely with other departments (notably other members of the Technology, Information Governance, Legal and Finance teams) to ensure our suppliers meet our due diligence requirements and our contracts are affordable and robustly drafted.

- Supporting the Technology team to implement effective supplier and contract management processes, including best practice contract management techniques as well as SLA and KPI design and measurement and the delivery of savings and added value solutions.
- The post will have responsibility to work with the Senior Procurement Manager to feed into the departmental planning and reporting processes.
- Point of contact for commercial and procurement-related queries across the organisation
- Owns, prioritises and delivers a range of procurement activities from project inception to contract signature and on into the contract delivery phase. The post holder will be encouraged to identify new opportunities and to drive these through as well as supporting initiatives originating in the business.
- Builds excellent relationships with stakeholders across the organisation, developing robust, supportive and constructively challenging relationships.
- Identifies, measures and resolves issues that arise during the project lifecycle through the application of robust project management techniques.
- Is a spokesperson for procurement, engaging at all levels of the organisation as well as with external stakeholders including members of the charity procurement community, Crown Commercial Service and others.
- Works in collaboration with the Finance Business Partnering team and other finance stakeholders to provide financial analysis around savings, budget planning and other ad hoc requirements.
- Ensures that feedback on departmental performance is identified and captured.
- Supports the effective use of our P2P system (Unit4) and contract database.
- Will support building requirements for a contract management and supplier relationship management system.
- Liaises with stakeholders to ensure that employees are aware of, and operating in compliance with, procurement policies and procedures.

About you

- An experienced procurement professional with either a degree or CIPS qualification.
- Significant experience of managing and developing complex Technology procurement projects across multiple departments.
- Can evidence strong analytical skills.
- Understands the need to identify, quantify and manage risk.
- Possess a can-do attitude with an ability to prioritise work and meet deadlines.
- Resilient individual with a drive to deliver process improvements.
- The role is remote. You may be required to travel to attend some meetings, so you must reside in the UK, have the correct right to work documents to work in the UK and be comfortable/willing to travel to our flagship offices.

We are looking for someone who can...

- Prove and demonstrable ability to connect and develop effective working relationships with internal stakeholders at all levels of an organisation, and with external stakeholders including suppliers.
- Offer constructive, collaborative challenge and to explain the basis for the challenge.
- Be a lead player on project teams involved in requirements gathering, design and implementation of new processes.
- Be comfortable operating with ambiguity and making and justifying decisions in that context.
- Demonstrate ability to lead people and taken them on the journey with them. Someone who displays strong conviction and has experience of managing people through change.
- Prove their ability to work under pressure and meet deadlines.
- Excel in their professional communication skills, both verbal and written.
- Display strong analytical and interpretation skills.
- Excel in their IT skills with extensive experience/knowledge on using Microsoft packages.
- Work collaboratively and be able to prioritise your workload effectively.
- Show excellent organisational skills and great attention to detail.
- Advocate for Alzheimer's Society, demonstrating passion and resilience to make a difference.
- Be a self-starter and incredibly motivated.
- Be responsible for personal learning and development, to support the learning and development of others and the whole organisation.
- Administrate and organise own work to ensure that it is accurate and meets quality targets, reasonable deadlines and reporting requirements.
- Work to embed a culture of inclusion and collaboration, within and beyond the Society.
- Adhere to all the Society's service standards, policies and procedures.
- Comply with the data protection regulations, ensuring that information on clients remains confidential.
- Be responsible for personal learning and development, to support the learning and development of others and the whole organisation.
- Work in a manner that facilitates inclusion, particularly of people with dementia.
- Implement the Society's health and safety policy and procedures, ensuring that all practices and procedures are undertaken in accordance with a healthy and safe working environment and that all staff and volunteers for whom you may be responsible are aware of their responsibilities in respect of their role, monitoring data and recommending action as required.
- Administrate and organise own work to ensure that it is accurate and meets quality targets, reasonable deadlines, and reporting requirements.
- Follow the Society's management information guidelines and requirements, including ensuring appropriate monthly measures on service usage levels are collected and submitted on the services database or other systems in accordance with deadlines.

Person Specification and Selection Criteria

Skills & Knowledge	Essential (E) or Desirable (D)	Application (A) or Interview (I)
Degree qualified	D	A
Qualified MCIPS or working towards MCIPS	D	A
Project Management qualification e.g. PRINCE2 or equivalent experience	D	A
Significant experience of managing and developing complex projects across multiple departments	E	A
Experience of working across technology related indirect procurement categories	D	I
Can evidence strong analytical skills	E	I
Understands the need to identify, quantify and manage risk	E	I
Excellent knowledge of MS office.	E	A
Excellent written and oral communication skills	E	I

Competencies & Personal Attributes	Essential (E) or Desirable (D)	Application (A) or Interview (I)
Proven and demonstrable ability to connect and develop effective working relationships with internal stakeholders at all levels of an organisation, and with external stakeholders including suppliers	E	I
Ability to offer constructive, collaborative challenge and to explain the basis for the challenge	E	I
Experience of being a lead player on project teams involved in requirements gathering, design and implementation of new processes	D	I
Comfortable operating with ambiguity and making and justifying decisions in that context	E	I

Demonstrable ability to lead people and taken them on the journey with them. Someone who displays strong conviction and has experience of managing people through change	D	I
Proven ability to work under pressure and meet deadlines	E	I
Excellent written and oral communication skills	E	I
A practical understanding of voluntary sector working and the role of the statutory sector	D	A

Essential requirements are those, without which, the post holder would not be able to fulfil the responsibilities of the role. Desirable requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Our benefits



Financial Security

- Group Personal Pension Plan with Scottish Widows – with up to 8% employer contribution rate
- Life Assurance Scheme – two times your annual salary
- Society Plus and Smart Spending App – giving you unbeatable savings at hundreds of retailers



Health & Wellbeing

- Health Cash Plan
- 24/7 Employee Assistance Programme including online and face to face counselling
- Discounted gym membership with Society Plus
- Lived Experience Networks
- Mental health app and unlimited therapy



Personal Development

- Apprenticeships
- Women in Leadership development programme
- Leadership development programme
- Financial support towards relevant professional qualifications



Family & Dependents

- Enhanced family leave – 16 weeks paid for all parents
- Paid time off work for fertility treatments for both partners
- Paid carers leave
- Paid dependents leave
- Paid compassionate and bereavement leave
- Paid time off work to support those transitioning



Recognition

- Annual people awards
- Long service awards
- Thank you eCards
- Values Hero and Society Legend Awards



Work Life Balance

- Annual leave of 27 days increasing to 30, plus bank holidays
- Career breaks of up to 3 months
- Flexible working
- Wellbeing leave