



North Eastern Universities Purchasing Consortium Managing Director

The role

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Information about NEUPC Ltd

BACKGROUND

Formed in 2000, NEUPC is an established university purchasing consortium with a proven track record of achievement. Due to the retirement we now wish to recruit a MD to build upon our successes and achievements.

We are a not-for-profit limited company, owned by our 23 member universities. Although our members principally consist of Universities, other public sector bodies join NEUPC as Associate or Affiliate members. In total 58 public sector organisations are members of NEUPC.

Our core remit is to compliantly deliver and manage a vast range of collaborative framework agreements (goods, services works and supplies) designed to maximise third-party expenditure within the higher education sector.

We are a member of UK Universities Purchasing Consortia (www.ukupc.ac.uk) which comprises 6 regional and 2 specialist consortia TEC and TUCO operating in the HE sector within the UK. UKUPC use their resources jointly to deliver and manage a national contracting programme. Our agreements cover goods, works and services and in the financial year ending July 2023 our members spent £284m through our agreements.

Additionally, as an approved CIPS study centre, NEUPC has provided high quality CIPS procurement qualifications for several years to both NEUPC and UKUPC members.

The HE consortia setting is both complex and challenging requiring the full use of relationship skills in a non-mandatory, byzantine environment, working effectively with a wide range of stakeholder at all levels.

Located in South Parade in the centre of Leeds within walking distance of the train and bus stations, NEUPC is a great place to work, with a warm, inclusive atmosphere.



We have a highly experienced dedicated team of procurement and support staff and a Board made up of university specialists across, Finance, IT, Estates and Procurement who work to deliver NEUPCs purpose and principles, and strategic objectives.

This is an exciting time to be joining NEUPC. The challenges are significant, but the rewards are too – here is a role which will be instrumental in shaping the future of NEUPC. In return you will be welcomed by dedicated and supportive university members who appreciate everything NEUPC has to offer and who want to do their very best for the region.

As MD you will already be a successful and influential leader, capable of promoting and developing the partnership between NEUPC and its members and maximising collaborative opportunities. Working with the Board and members you will help shape and be responsible for the delivery of the NEUPC priorities and business objectives.

Our new MD will appreciate that we are a member led organisation and we're incredibly proud of the members we serve. Working closely with our Board and committed staff team, you'll play a key role in shaping NEUPC for the future, providing vision and strategic direction but also willing to 'roll your sleeves up' to drive innovation, and advocate for the needs of our members.

This is a fantastic opportunity to play a vital role in this next phase in the NEUPC success story.

Benefits:

Salary range: £70k to £90k depending on experience

Private health insurance

Defined contribution pension

Life insurance

38 days inclusive of the usual Bank Holidays and 5 Customary holidays (as determined by the Company)

Hybrid working

Key Accountabilities

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Reporting to the NEUPC Board Chairman and accountable to the Board for the performance of the Consortium, the role holder will:

- Deliver a high-quality procurement service to meet the needs of its member institutions.
- Formulate and deliver a corporate strategy which includes specific commercial targets and key performance indicators.



- Develop, manage and execute a business Strategy.
- Make a significant contribution to the NEUPC's continuing growth and market reputation (supplier and customer)
- Be the CMD and Company Secretary of the NEUPC Limited
- Lead and develop a small team of purchasing and support staff.
- Maintain key relationships with external bodies at regional, national and sector level.

Decision Making

The post holder will:

- Work on their own initiative and be prepared to deal with complex problems on a regular basis
- Make decisions regarding the allocation of resources to meet the requirements of the NEUPC corporate strategy
- Develop strategies and policies in conjunction with the membership, the other consortia and other organisations within and outside the public sector to maximise the value of consortium membership.

Specific Responsibilities

Strategy and Delivery

1. Lead on the development of the NEUPC's approach to collaborative procurement, including the development of strategies, policies and guidance. This will include the development and management of appropriate performance indicators.
2. Prepare and manage annual budget and manage income and expenditure via monthly management accounts.
3. Deliver best value procurement agreements for members
4. Encourage member realisation of the value of these agreements.
5. Lead (in conjunction with appropriate customer groups(s)) major procurement initiatives from feasibility studies, production of specification documentation, tendering, negotiation, award of contract through to the management of the contracts.
6. Assimilate and collate supplier spend information generally and specifically in relation to consortium supply agreements. This will include reference to the portfolio of consortium supply agreements in terms of member value as well as reviewing the applicability of agreements to be developed.
7. Ensure supplier agreements are consistent with the best sustainability principles.
8. Enable training and procurement advice in response to the needs of the consortium members.
9. Ensure that the legislative framework (including, for example the HM Government procurement regulations) and best practice governing consortium collaborative procurement is fully reflected in the NEUPC's procurement procedures.
10. Lead NEUPC's engagement with external stakeholder groups including, but not limited to, national sector bodies such as UKUPC and HEPA.



11. Lead NEUPC's engagement with other HE sector consortia in order to maximize value in procurement across the sector

Governance

12. As MD and Company Secretary to comply with the requirements of the Companies Act (and other appropriate statute law). The Company's Articles and Memorandum of Association and appropriate best practice. This will include the arrangement of the appropriate administration and tax documents to the appropriate authority (for example Companies House and His Majesty's Revenue and Customs (HMRC)).
13. Arrangement of Audited Accounts, appropriate insurances, legal advisers.
14. Produce reports and present these to the NEUPC Board or other organisations, bodies or meetings as required.
15. Manage Risk across NEUPC, Management
16. Undertake effective management, motivation and development of the central team.
17. Manage and co-ordinate the work of the NEUPC team, ensuring that all appropriate procedures, systems and policies are in place and adhered to in order that all the office operational and administrative functions are delivered constantly, in line with the NEUPC Procedures and Financial Regulations and best practice.
18. Undertake benchmarking and value for money evaluations and assess the commercial value of consortium operations.
19. Formulate, develop and manage the consortium budget and income/expenditure flows on current year as well as forecast basis.
20. Carry out staff recruitment and any other personnel related duties such as regular structured appraisal and development discussions and disciplinary procedures with the appropriate HR support.
21. Ensure the provision of the appropriate support services to the NEUPC team including financial accounting, IT hardware, software and network, internal and external audit, payroll and HR.
22. Develop appropriate policies and procedures for the management of office health and safety.

Other

23. At all times act as an ambassador for the NEUPC to promote its interests at all levels within and outside the public sector.
24. Keep abreast of general trends in terms of actual or potential supplier and customer marketplaces.
25. Development and implementation of a Continuing Professional Development (CPD) programme for member institutions.
26. Keep abreast of developments in terms of statute law and best practice guides.
27. Undertake any other appropriate duty as direct by the NEUPC Board Chairman.



Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EXPERIENCE	<p>At least 5 years experience at a senior level in an area directly relevant to the post. This should include experience of the following:</p> <ul style="list-style-type: none"> • Proven experience in managing large procurement projects from feasibility to implementation • Successful track record of initiating and procuring services that bring tangible benefits • Successful track record in financial management of a small business • Experience of the legislative requirements of a small business • Instigating and managing change, including working across operational boundaries • Developing effective partnerships and joint working both internally and with external bodies/suppliers • Experience of working successfully in a political environment • A proven people manager with ability to provide strategic and innovative leadership to the team 		Curriculum Vitae and selection process.
QUALIFICATIONS	<p>A professional, academic or management qualification at degree level relevant to the skills and abilities required for the job.-or equivalent experience in similar roles. (Candidates must demonstrate relevance to the specific job) Current membership of a professional body, for example the Chartered Institute of Purchasing and supply.</p>		Curriculum Vitae plus certificates / document check.
Continual Professional Development	Should be able to demonstrate recent and continuing professional and personal self-development including leadership skills, management training, appropriate legislation		Curriculum Vitae and selection process.



ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
KNOWLEDGE	<p>Knowledge of "industry" best practice and developments in specific areas relating to the responsibilities of the post.</p> <p>Demonstrable knowledge of the statutory, regulatory, strategic and key operational issues relevant to the specific post. In particular, knowledge of HM Government Regulations as they apply to procurement.</p> <p>Understanding of legal and financial context of procurement and a good understanding of contract law.</p> <p>Awareness of ethical issues.</p> <p>Experience of managing and encouraging diversity in the workplace</p> <p>Awareness of sustainability issues surrounding purchasing</p> <p>Knowledge of the principles of best value and contractual performance management and the impact on the procurement process.</p> <p>Understanding of the companies act and the role of company secretary</p> <p>Knowledge of the principles of best practice in sustainable procurement</p>	<p>Understanding of Higher Education issues/agendas, environmental sustainability.</p> <p>The strategic role of Information Technology and its applications.</p> <p>Knowledge of e-procurement.</p> <p>Awareness of sustainability issues surrounding purchasing</p>	Curriculum Vitae and selection process.
PERSONAL	<p>Must be legally entitled to work in the UK.</p> <p>Must be prepared to work unsocial hours when required.</p> <p>Must be prepared to travel extensively within the UK</p>		Curriculum Vitae and selection process.



ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
DISPOSITION – ADJUSTMENT / ATTITUDE	<p>Must be able to command the confidence of, and be able to form effective relationships with, all key stakeholders and commodity group representatives.</p> <p>A persuasive communicator at all levels with an ability to present ideas on a range of issues.</p> <p>Highly motivated and not easily discouraged, inspiring and confident with an open, facilitative and approachable style.</p> <p>Capacities to work under pressure, meet deadlines, satisfy objectives and organisational priorities.</p>	Possess a high degree of political acuity.	Assessment during selection process.
PRACTICAL	<p>Excellent written and oral communication skills.</p> <p>A high degree of personal and professional probity and integrity.</p> <p>Able to demonstrate a high level of analytical skills as well as problem solving, decision-making and negotiating skills.</p> <p>Ability to respond to and manage complex situations, including managing change.</p>	<p>Ability to develop and implement training programmes.</p> <p>Ability to develop computer systems for data monitoring and analysis.</p>	<p>Curriculum Vitae</p> <p>Assessment during selection process.</p>
PHYSICAL / SENSORY	Must be able to perform all duties and tasks with a high degree of flexibility.		Discussion at interview.