

JOB ADVERT

Procurement and Contracts Manager

Competitive Salary

Knutsford, Cheshire (with hybrid working)

Stopford are recruiting for a Procurement and Contracts Manager, to join our Commercial team. This is a hands-on role where the Procurement and Contracts manager will lead and manage a small, growing team of project procurement professionals supported by a buyer. The successful candidate will thrive in a collaborative environment, working closely with our engineering project delivery teams and client representatives.

This is an exciting opportunity to work in a fast-paced environment, with a lot of variety and opportunities for professional growth.

Reporting to the Commercial Director, the Procurement and Contracts Manager is responsible for the procurement of goods and services across our three service delivery groups, Projects, Consultancy and Technology and Innovation.

Stopford have a number of projects either at the procurement or moving into the construction stages within the Industrial, Waste2Energy and Nuclear Sectors with committed capital expenditure.

You will be based at our Knutsford office, with the opportunity for a flexible working schedule that allows for a hybrid and in office presence. There may be occasional travel required to site and client offices. This is a full-time permanent position.

About Stopford

Stopford's business activities are at the forefront of the energy transition and together with our clients and partners, we are playing our part in tackling the biggest challenges of our time: Energy Security; Environmental Sustainability and Energy Affordability.

About you

The role is likely to suit those with strong knowledge of procurement and contracting processes and directly applicable experience.

Key attributes

Desire to understand and promote the Company purpose, vision, values and culture. Organised structured and professional, with a passion for excellence striving to deliver the best.

Responsibilities include

- Manages and performs the procurement of goods/subcontracted services and administers purchase orders/procurement agreements and change orders to accomplish project obligations
- Perform upfront procurement planning activities such as drafting specific project procurement plans

- Previous experience engaging with suppliers and undertaking Early Market Engagements
- Manage, plan and control the execution of the company procurement activities, including responsibility for day-to-day management of corporate buying obligations.
- Manage the procurement team, of likeminded professionals with different experience levels
- Ensure procurement early involvement for bids and tendering activity through effective stakeholder management
- Provision of contract advice to our Project Managers and guidance to colleagues engaging in procurement activities
- Negotiate and draft subcontract agreements, ensuring that back-to-back requirements are flowed down
- Ensure that all Project procurement standards and procedures are adhered to in line with Stopford policies

Role requirements

- Directly applicable experience and strong knowledge of procurement and contracting processes
- A degree within a relevant sector, Business, Engineering, Quantity Surveying, or Supply Chain
- MCIPS, MRICS or working towards one of these qualifications or similar
- Ability to interact and work closely with the assigned Project Manager, engineering, and project management teams
- Experience of Engineering Forms of Contract such as NEC, ICHEME
- Exceptional organisational skills and highly detail-oriented
- Ability to collaborate and effectively communicate with fellow team members
- Sound decision and problem-solving skills
- Extensive experience of working with and complying with company & client policies and procedures
- Experience of using MS Office tools, including intermediate to advanced MS Excel skills
- Eligible to live and work in the UK.
- Full UK/EEC driving licence.

Security Clearance

The successful candidate must be able to achieve and maintain security clearance of at least Security Check level (SC clearance) for this role.

Benefits

Employment at Stopford brings many benefits including:

- Competitive salary
- Profit related bonus payment (10%)
- Pension (5% employer and 5% employee)
- 25 days holiday plus bank holidays
- Additional day off to celebrate your Birthday
- Private medical insurance
- Employee assistance programme
- Free on-site parking
- Reimbursement of professional membership fees
- Long service awards

Please go to our website for a full job description to familiarise yourself with all of the responsibilities, skills and experience required before you apply.

Please note that we do not accept applications from agencies, and you must be eligible to live and work in the UK.

We look forward to receiving your CV for the post of Procurement and Contracts Manager.

Closing date: 19 January 2025

Stopford reserves the right to bring forward the closing date if we receive a suitable number of quality applications from which to make a shortlist. Therefore, we would recommend that you apply as soon as possible.

Please note that due to the volume of applications we receive we are unfortunately not able to respond to each applicant. If you have not been called for interview within 3 weeks of the closing date, you should assume that on this occasion your application has been unsuccessful.

Job Description

Position: Procurement and Contracts Manager

Group: Commercial

Location: Knutsford

Company Ambition

Our ambition is to lead the way in engineering a sustainable world through the transition to a low carbon economy.

Values

Our values guide the way we carry out our everyday activities to achieve our ambition:

- Responsibility – Committed to ethical and responsible actions
- Innovation – Innovation to create sustainable value
- Unrivalled expertise – Delivering a world class service
- Inclusivity – Working together with mutual respect
- Sustainability – Awareness at every opportunity

Description

The Procurement and Contracts manager will lead and manage a small, growing team of project procurement professionals supported by a buyer.

Reporting to the Commercial Director, the Procurement & Contracts Manager is responsible for the procurement of goods and services across our three service delivery groups, Projects, Consultancy and Technology and Innovation and Management Services Group.

The Procurement and Contracts Manager will provide contract management advice to managers and guidance to colleagues engaging in procurement activities.

Key Responsibilities

- Work closely with the Commercial Director to develop and deliver our Commercial function. The team is centralised, strategic and facilitates best practice procurement and contract management throughout the business.
- Manages and performs the procurement of goods/subcontracted services and administers purchase orders/procurement agreements and change orders to accomplish project obligations
- Perform upfront procurement planning activities such as drafting project specific procurement plans
- Previous experience engaging with suppliers and undertaking early market engagements
- Manage, plan and control the execution of the company procurement activities, including responsibility for day-to-day management of corporate buying obligations.
- Manage the procurement team, of likeminded professionals with different experience levels
- Management of direct reports to meet individual and team objectives
- Ensure procurement early involvement for bids and tendering activity through effective stakeholder management
- Provision of contract advice to our Project Managers and guidance to colleagues engaging in procurement activities to nurture our wider capability.

- Work with our service group assigned project managers, and project management teams to develop project procurement strategies.
- Perform/manage the development and maintenance of sourcing plans, expedite work packages aligned with the overall project strategy
- Perform/manage the procurement life cycle, ITT/RFQ process, including technical and commercial bid evaluations with a rationale behind recommendations
- Negotiate and draft subcontract agreements, ensuring that back-to-back requirements are flowed down
- Prepare contract award documents with optimal terms.
- Ensure that all Project procurement standards and procedures are adhered to in line with Stopford policies
- Focus on exceeding minimum service expectations by delivering an agile, value adding service with a deep understanding of the client's requirements, functional knowledge and process efficiency
- Champion the careful balance of complex project requirements against value for money
- Corporate Governance for purchasing, review/refine existing policies and update to capture new services offered. Working with our Quality Systems Manager update our policies where needed implement and roll out on a Company wide basis.
- Implement and share best practice/learning experience from each service group.
- Management of our Approved Suppliers List.
- Corporate Governance for sales, support the Commercial Director with commercial contract negotiation.
- Corporate Governance for Intellectual Property, support the Commercial Director and Technology & Innovation Group with the development and implementation of our IP strategy.
- Manage the procurement budget for Management Services and report on KPI's to the Commercial Director.
- Manage Company procurement activities across multiple categories of spend, to effectively source equipment and supplies that fully satisfy our clients requirements and our company purchasing procedures.
- Insurance and legal compliance

Minimum Requirements – Education and Experience

- Directly applicable experience and strong knowledge of procurement and contracting processes
- A degree within a relevant sector, Business, Engineering, Quantity Surveying, or Supply Chain
- MCIPS, MRICS or working towards one of these qualifications or similar
- Ability to interact and work closely with the assigned Project Manager, engineering, and project management teams
- Experience of Engineering Forms of Contract such as NEC, ICHEME
- Exceptional organisational skills and highly detail-oriented
- Ability to collaborate and effectively communicate with fellow team members
- Sound decision and problem-solving skills
- Extensive experience of working with and complying with company & client policies and procedures
- Experience of using MS Office tools, including intermediate to advanced MS Excel skills
- Eligible to live and work in the UK.
- Full UK/EEC driving licence.

Company Wide Aspects

- Adhere to Stopford's Business Management System.
- Align with and promote Company Values and Vision.

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your role within the organisation and the overall business objectives of the organisation.