

Supply Chain Manager

Job description

Together we are help and hope for everyone living with dementia



Position in the organisation

Reports to the Head of Procurement & Sustainability.

Member of our Finance team.

Manages the Procurement Officers.

Part of our Finance & Assurance directorate.

Purpose of this role

At Alzheimer's Society 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 with dementia and their carers.

In Finance & Assurance, our vision is to be the Society's single point of truth. We are trusted partners, credible experts, working as one team to be a true enabler to the organisation as it makes impact to end the devastation of dementia.

Partnership, collaboration, accountability, professionalism and a restless desire to constantly improve are needed in every role across Finance & Assurance. Our Supply Chain Manager works across the Society to provide expertise which ensures we have robust processes and controls through which we minimise risk and provide confidence to make effective procurement decisions. Working with Procurement Business Partners, and alongside Financial Partnering, Accounting, Legal, Risk, Audit and other key functions, this role drives financial efficiency and performance at its core. The Supply Chain Manager ensures the rationalisation of our suppliers while also ensuring robust due diligence around contract terms and conditions. This includes ensuring that we build understanding and compliance around IR35 and other employment-related regulations.

Communicating and influencing others is key to the success of this role in areas where understanding, awareness and proactivity are key to driving efficiencies and managing risk in a fast-moving external environment.

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

- Through expert use of internal data and market knowledge, achieve ever-improving value for money, cost savings and operational efficiency.
- Design and deliver innovative tools and strategies to drive effective supplier and contractor management, including reporting dashboards to demonstrate the effectiveness and efficiency of our supply chain management.
- Build strong, accountable relationships with senior colleagues most exposed to our procurement environment, establishing – with Procurement Business Partners – a deep understanding of strategic plans and intervening early with expert procurement advice and support where needed.
- Develop tools to effectively manage lower value and risk procurement activity to be delivered by the Procurement Officers or through self-serve toolkits by the business.
- Develop and implement the strategy for effective tail end spend management across the Society, including developing and maintaining our preferred supplier lists (PSLs).

- Ensure a strong control environment to facilitate effective payment runs and data-sharing across Finance.
- Engage widely across Finance & Assurance and the wider Society to drive increased awareness, understanding and engagement around the effective management of our supply chain, tracking and reporting on the effectiveness of this engagement.
- Identify and implement quality improvement measures across our entire procurement function alongside peers.
- Working alongside Finance and Procurement Business Partners, produce and mobilise reports demonstrating supply chain-related spend, our processes and the behaviour change required to manage risk and achieve ever-better value for money.
- Maintain and report on the Society's overall position on management of both Sole Traders and Limited Company Contractors paid directly through our P2P system to satisfy our obligations to comply with IR35 legislation and HMRC audit and reporting criteria, including CEST/IR35 checks and status determination letters. This work requires close partnership with our People directorate colleagues.
- As the internal expert on Limited Company and Sole Traders directly paid by the Society develop effective stakeholder relationships across all levels in the Society. Manage the single point of engagement for all potential contractors throughout the onboarding process to a high professional standard.
- Through effective leadership of the Procurement Officers, role-model a high challenge, high support culture with accountability and performance as critical drivers to success, ensuring individual and team development is front and centre of our approach to procurement business partnering.
- Draft contract terms and conditions, based on in house templates, to ensure contractual and commercial risk are mitigated.
- Develop and constantly review our approach to risk management across our entire supply chain working collaboratively with Society wide stakeholders to ensure proportionate due diligence is assessed across technology, data, information security, information governance, safeguarding, health & safety, tax and sustainability
- Work alongside our Sustainability Lead to create an environmentally and efficiency-driven supply chain across the Society.

We are looking for someone who can...

- Understand the critical role of Finance & Assurance as an enabling partner directorate in ultimately creating impact to end the devastation of dementia, linking everything you do back to the ultimate objectives of the Society.
- Work collaboratively and enthusiastically with colleagues across Finance & Assurance and across the Society more widely to deliver first class partnership and expertise.
- Role-model our values and embrace a high challenge, high support, high performing environment.
- Drive continuous improvement, including through bringing best-practice from across the sector and more widely, using horizon-scanning and networks to bring new ideas to the table.

- Have the ability and willingness to travel independently on behalf of the Society on request, including occasional overnight stays as required.
- 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 enthusiastic 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	Application (A) or Interview (I)
Proven ability to design and implement procurement strategies in large or complex organisations, delivering efficiencies, cost savings, and improved compliance through enhanced understanding and engagement with procurement policies.	I
Strong understanding of supply chain management in large and/or complex organisations	A
Significant experience of contract management and negotiation, including dispute resolution.	I
Demonstrable experience of working with contractors, including IR35 and HMRC obligations.	A
Strong working knowledge of the procurement landscape, including in the third sector, as well as relevant legislation and regulation.	I
Experience of working across multiple business areas and a range of complex projects requiring strategic or ad hoc procurement partnership.	I
Track record of building strong relationships with senior leaders as well as peers in teams critical to the success of procurement strategy e.g. Finance Business Partnering, Financial Analysis and Financial Accounting. Working across departmental and hierarchical boundaries to resolve challenges.	A

Strong analytical and data-handling skills, with experience auditing databases and developing strategies to address tail-end spend.	I
Superb communication and influencing skills, able to engage effectively at senior levels across multiple directorates.	I
Significant experience of working with finance systems and processes, particularly in the context of change, and specific knowledge of working with ERP finance systems, including Unit4.	A
Equipped with a knowledge of or interest in the rapidly developing dementia landscape and its implications for our current and future procurement strategy	I

Competencies & personal attributes	Application (A) or interview (I)
Takes initiative and is comfortable working independently as well as collaboratively	A
A critical thinker, able to identify and act on ways to work more effectively and efficiently	I
Celebrates progress, solutions and impact rather than activity	A
Delivers effectively to timelines in complex and sometimes ambiguous environments	I
Deeply committed to the development of yourself and others	A
Resilient and adaptable, with a strong work ethic and the ability to navigate changing situations and diverse teams.	I
Welcoming and respectful of diverse perspectives, experiences, and opinions	A
A team player who sees opportunity and energy in working together to solve problems	I

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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 & Dependants

- Enhanced family leave – 16 weeks paid for all parents
- Paid time off work for fertility treatments for both partners
- Paid carers leave
- Paid dependants 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