

Procurement Officer

Job description

Together we are help and hope for everyone living with dementia



Who we are

Dementia is the UK's biggest killer. One in three people born in the UK today will develop dementia in their lifetime.

At Alzheimer's Society, we're the UK's leading dementia charity and the only one to tackle all aspects of dementia by giving help and hope to people living with dementia today and in the future. We give vital support to people facing the most frightening times of their lives, while also funding groundbreaking research and campaigning to make dementia the priority it should be.

Together with our supporters, we're working towards a world where dementia no longer devastates lives.

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 of 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.

Procurement Officer

Position in the organisation

Reports to the Supply Chain Manager.

Line Manages Procurement Assistant (where applicable).

Member of our Finance team.

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.

Our Procurement Officers work at an operational level to provide expert procurement support and advice to colleagues across the Society. Working as part of an agile, flexible procurement team, and alongside Financial Partnering, Accounting Legal, Risk, Audit and other key colleagues, this role drives financial efficiency at its core. Engaging widely, it also drives compliance with procurement policy through engaging, supporting learning and understanding of our way of doing things, as well as best practice from outside.

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

- Support our drive for efficiency through implementing our procurement strategies and ensuring quality, timely delivery of procurement contracts.
- Work with colleagues across the organisation and form relationships to support efforts to building understanding, awareness and compliance around procurement.
- Collect and translate information, including financial data, to allow the effective analysis of our procurement performance, particularly relative to driving efficiencies and achieving value for money.
- Build strong external networks, supporting the team to understand best practice and market developments.
- Prepare and communicate reports on the effectiveness and impact of our procurement work, engaging widely with colleagues, including those more senior.
- Develop and maintain some supplier relationships, monitoring contract performance and working with others to resolve challenges.
- Develop, review and manage contracts, ensuring compliance and including colleagues across a range of other departments where necessary to ensure oversight and awareness.

- Provide creative suggestions on using data to drive efficiency and reduce cost where required, helping to foster a culture of efficiency across the team.
- Take personal responsibility for monitoring the progress and impact of your work, and as part of the team's efforts to track overall procurement performance.
- Build strong relationships with others in Finance to ensure a single point of truth is maintained for our partners across the Society.
- (Where applicable) Through effective development of the Procurement Assistant, and with the support of the Procurement Business Partners, 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.

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)
Experience of driving efficiencies and cost savings through supporting the design and implementation of procurement plans in organisations.	A
Track record of improving understanding of and engagement with procurement or another financial discipline across a range of audiences to improve compliance.	I
Experience of contract development, management and negotiation.	I
Knowledge of the procurement landscape, perhaps including in the third sector, as well as relevant legislation and regulation.	I
Experience of working across multiple business areas and a range of colleagues on procurement projects.	I
Experience of building strong relationships with colleagues to improve value for money or drive efficiencies, particularly with colleagues in financial roles.	I
Excellent communication and influencing skills, able to engage effectively with colleagues at different levels, and with external suppliers.	I
(Where appropriate) A track record of or strong willingness to manage and develop junior colleagues, perhaps including overseeing the administration of a formal qualification.	I
Some experience working with finance systems and processes, or in a financial environment.	A
An interest in the dementia environment and an understanding of how significant shifts may impact our procurement plans.	A

Competencies & personal attributes	Application (A) or interview (I)
Takes initiative and is comfortable working independently as well as collaboratively	I
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	I
Delivers effectively to timelines in complex and sometimes ambiguous environments	A
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