Role Profile

Role Title: Senior Procurement Business Partner (Property and Development)

Business Area: Growth and Assurance
Department/Team: Procurement
Reports to: Head of Procurement
Direct Reports and span of control: Procurement Manager(s) and Partner(s)
Dimensions (budget holder, level of contract/systems etc responsibility): Supplier and Stakeholder Management, business partner responsible for procurement activities relating to existing property assets and new build construction.
Created/Reviewed date: April 2023

Role Purpose

Enable the strategic development of Aster Group's procurement function through support, influence, and contribution to the strategic and operational performance of our existing properties and future assets, by promoting and driving commercial excellence through a highly effective procurement function ensuring a robust framework of performance (value for money), assurance (compliance) and continuous improvement is developed and embedded.

Key Accountabilities

- Working in partnership with and leading cross-functional teams comprising of group wide operational and management colleagues from within Property Services, Property Investment, Regulated Delivery, Development, and associated directorates ensuring they're fully equipped to deliver against operational targets.
- Leading proactive analysis of designated areas of spend through effective use of project management, considering opportunity and risk, to establish a contracting pipeline fully aligned to the needs and priorities of operational teams to maximise best value.
- Apply a standard approach to research supply markets ensuring current knowledge and understanding of existing offerings, innovations, cost drivers and other required factors.
- Develop procurement strategies at various levels of expenditure; category, sub-category, and individual purchase / contract.
- Lead procurement processes for areas of greatest opportunity and risk through approved systems and platforms, including preparation and coordination of documents throughout the procurement lifecycle.
- Support the development of an inclusive and progressive approach to value for money, incorporating ESG and social value.
- Engage with cross-functional teams to develop a strategic and operational framework for contract management throughout the life of the contract including ongoing measurement and reporting against outcomes.
- Build and maintain effective relationships with stakeholders including internal customers, suppliers, and other third-party organisations. Routinely identify and liaise with key internal customers to understand their needs and secure agreement to plans, actions and target outcomes.

- Identify procurement improvement opportunities, make recommendations and lead or support implementation as required.
- Support the development of procurement capabilities throughout Aster Group, through training, coaching or briefings to raise awareness and understanding.

Experience and Qualifications

- A minimum of 5 years of experience in a senior procurement role, with a track record of delivering significant procurement projects for property, asset and/or development.
- Establishing a business partnering approach to procurement will rely on keen project management skills to lead strategy development, manage multiple projects simultaneously and engage operational teams in ongoing contract management.
- Ability to act as a trusted advisor across procurement categories, including advising business areas on market trends, procurement strategy options, best practice tendering, contract award, implementation, and management.
- Your skills in nurturing relationships, problem-solving, negotiation, communication and risk mitigation will help us to progressively evolve our procurement service.
- To manage a team including Procurement Manager(s) and Procurement Partner(s), you'll need skills in leadership, management, and coaching.
- Demonstrable working knowledge and application of UK public sector procurement regulations and other relevant legislation is vital to provide assurance.
- You are a fast learner with new systems and have recent applicable knowledge of procurement and contract management software together with other IT platforms.
- A commitment to continuous professional development and keeping up to date with developments in procurement best practice.
- Educated to degree level or equivalent professional qualification in procurement, such as MCIPS, or a related field.