

Job Information Pack

This pack contains the following information:

- Job details
- The application process
- Contact details
- Information about Warmworks
- Information about the team the job is based with
- Job description
- Person Specification

Job details	
Job title	Procurement Manager
Job reference	WW-C-PM
Secondment details	-
Location	Edinburgh

The application process	
Application deadline	9 August 2021
Interview date	Expected to be week commencing 16 August 2021 (tbc)
Interview location	Online (Microsoft Teams or Zoom)
Interview format and length	Panel interview lasting approximately one hour

Contact details	
Completed application forms for this job should be sent to:	recruitment@warmworks.co.uk or Recruitment Warmworks 1 Carmichael Place Edinburgh EH6 5PH
General enquiries about this job	recruitment@warmworks.co.uk
For an informal discussion about this job contact:	marc.moffat@warmworks.co.uk

About Warmworks

Warmworks Scotland, formed in 2015, is a joint venture partnership between Energy Saving Trust, Changeworks and Everwarm.

Warmworks is committed to tackling fuel poverty, increasing the energy efficiency of the homes and communities in which we work and consistently delivering a first-class service to the households and families that we support.

Since 2015, Warmworks has been the Managing Agent of the Scottish Government's national fuel poverty scheme, Warmer Homes Scotland and has recently started work on a range of new contracts and initiatives across the country.

Warmworks has already helped more than 20,000 homes across Scotland to become warmer, healthier and more energy efficient and is seeking to play a key role in the long-term drive to reduce carbon emissions and increase the availability of affordable, sustainable energy for all.

About the Team

Introduction and context

Warmworks was established to tackle fuel poverty, reduce carbon emissions and support sustainable local economic development in communities across Scotland.

Team aims

We deliver the best possible help to people in Scotland who are struggling to keep their homes warm and pay their energy bills; installing measures such as insulation, efficient heating and renewable technologies to make homes more energy efficient and delivering sustainable cost savings in the long term.

Team activities

Since the business was launched in September 2015, Warmworks has provided a high-quality end to end service, from initial referral through to assessment and the installation of measures, along with appropriate aftercare and support for thousands of households. Warmworks employs direct staff to handle in-home assessments and quality inspections, call handling and customer service, operational finance and the management of a supply chain across Scotland.

Job Description	
Job title	Procurement Manager
Job reference	WW-C-PM
Salary and grade	Up to £35,000, depending on experience
Location of job	Edinburgh
Hours and terms	37 hours per week
Holiday terms	25 days' annual leave, plus 9 public holidays

General terms and conditions	
<ul style="list-style-type: none"> • There are no overtime payments for this post. • You may need to undergo a Disclosure Scotland check depending on the requirements of the post. Depending on the nature of any convictions that may be disclosed, Warmworks reserves the right to terminate employment with or without notice. • All of the responsibilities outlined below will be reviewed and modified as necessary through consultation with line managers. 	

Responsible to	Commercial Manager
Responsible for	-

Purpose of the job	Leading the effective management of the purchasing of all goods, materials and services required by Warmworks and supporting the effective management of supplier relationships.
Main objectives and goals	<ol style="list-style-type: none"> 1. Provide an efficient, effective and values-driven procurement service to meet the needs of internal stakeholders and departments. 2. Proactively analyse and manage spend to identify and help generate opportunities for savings and efficiencies, contract formation and effective supplier management. 3. Managing and maintaining Warmworks' database of approved goods, materials and services for use across all projects. 4. Manage, maintain and update Warmworks' procurement policies and procedures. 5. Any other relevant duties as required.

1. Provide an efficient, effective and values-driven procurement service to meet the needs of internal stakeholders and departments
<ul style="list-style-type: none"> • Liaising with key internal teams to determine their needs with respect to goods, materials and services.

<ul style="list-style-type: none"> • Lead all procurement activities including pre-qualification, negotiating supplier agreements and tender management. • Use e-procurement systems including Public Contracts Scotland to advertise and manage supply opportunities as required. • Developing strong and values-driven relationships with business stakeholders and strategic supply partners. • Support commercial discussions and negotiations with clients and suppliers.
<p>2. Proactively analysing and managing spend to identify and help generate opportunities for savings and efficiencies, contract formation and effective supplier management.</p>
<ul style="list-style-type: none"> • Proactive identification of areas where savings can be achieved that do not compromise Warmworks' established, high-quality and values-driven approach. • Maintain a savings register to track and demonstrate savings made. • Providing data and supplier analysis to support service delivery and inform future commercial modelling and pricing strategies.
<p>3. Managing and maintaining Warmworks' database of approved goods, materials and services for use across all projects.</p>
<ul style="list-style-type: none"> • Maintaining information on Warmworks IT systems relating to the pricing of goods, materials and services to ensure it remains accurate. • Creating, maintaining and issuing approved materials lists for sharing with the Warmworks installer network. • Creating, maintaining and implementing processes (such as those relating to materials ordering) that help to prevent erroneous or incomplete materials orders being submitted.
<p>4. Manage, maintain and update Warmworks' procurement policies and procedures.</p>
<ul style="list-style-type: none"> • Maintaining procurement policies and procedures to ensure that the services and goods we acquire are the result of transparent, objective and values-driven decision making and risk management.
<p>5. Other duties as required</p>
<ul style="list-style-type: none"> • Any other relevant duties that may be reasonably specified by the Commercial Manager.

<p>Key contacts</p>
<ul style="list-style-type: none"> • Internal colleagues within Warmworks • Representatives of Warmworks' supply chain • Representatives of client organisations • External agencies and suppliers

Person specification		
Please explain how you meet the following criteria in your job application		
	Essential	Desirable
Qualifications		
Relevant degree or other higher qualification	✓	
IACCM or CIPS qualification	✓	
Experience		
Demonstrable procurement experience	✓	
Commercially astute with an understanding of procurement processes	✓	
Basic understanding of running and managing tenders through to contract award	✓	
Demonstrable experience using e-procurement platforms		✓
Skills		
Exceptional communication skills with the ability to foster strong supplier relationships	✓	
Financial & numerical skills	✓	
Excellent analytical and problem-solving skills	✓	
High-level of attention to detail	✓	
Exceptional talent in negotiating and networking	✓	
Excellent ICT Skills		✓
Personal qualities and attributes		
A proactive, values-driven team player	✓	
Proven relationship builder, with an ability to modify approach to work effectively at a range of levels of seniority across differing organisations	✓	
Additional requirements		
Full valid driving licence or other ways of fulfilling the mobility requirements of the job		✓

Staff Expectations of Management Experience

The post holder should expect and be open to

- Effective leadership
- A positive, honest and enthusiastic working environment
- Being supported and empowered to effectively achieve objectives and goals within your role
- To be treated fairly and with respect
- To be provided with appropriate training to ensure ability to effectively carry out your role
- Regular and appropriate feedback through one to one meetings and annual review and associated processes
- Having the opportunity to feedback to manager regularly and through the annual review process
- Adhering to all appropriate Warmworks policies to ensure consistency and fairness and health and safety of you and your colleagues

Complexity

The post holder must be able to:

- Adhere to and advocate Warmworks values
- Demonstrate flexibility and versatility

Creativity

The post holder will be required to:

- Use their own initiative to provide the best possible outcomes over a wide range of projects

Special conditions

- Some out-of-hours, overnight stays and weekend working will be required, for which time off in lieu will be given