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# Head of Procurement Candidate Information

December 2024

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## The Institute of Cancer Research

### About our organisation

We are one of the world's most influential cancer research institutes with an outstanding record of achievement dating back more than 100 years. We are world leaders in identifying cancer genes, discovering cancer drugs and developing precision radiotherapy. Together with our hospital partner The Royal Marsden, we are rated in the top four centres for cancer research and treatment worldwide. As well as being a world-class institute, we are a college of the University of London.

We came second in the league table of university research quality compiled from the Research Excellence Framework (REF 2021). We have charitable status and rely on support from partner organisations, charities, donors and the general public. We have more than 1000 staff and postgraduate students across three sites – in Chelsea and Sutton.

### Procurement Team, Finance

The Procurement team supports the ICR in a wide range of products and services – from specialist lab equipment to laptops, stationery, support from design agencies and travel. We help all divisions and directorates with their buying needs.

This role involves leading the provision of sustainable, best-practice arrangements for the procurement of goods and services, and the delivery of value for money in the pursuit of the ICR's research mission.

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Our mission  
is to make the  
discoveries that  
defeat cancer.

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### Our values

The ICR has a highly skilled and committed workforce, with a wide variety of roles, each requiring different skills. But whether you work as a researcher, or work as part of our corporate team, your work and behaviour is underpinned by these six values. They are what bring us together as one team - as 'One ICR'.



#### **Pursuing excellence**

We aspire to excellence in everything we do, and aim to be leaders in our field.



#### **Acting with Integrity**

We promote an open and honest environment that gives credit and acknowledges mistakes, so that our actions stand up to scrutiny.



#### **Valuing all our people**

We value the contribution of all our people, help them reach their full potential, and treat everyone with kindness and respect.



#### **Working together**

We collaborate with colleagues and partners to bring together different skills, resources and perspectives.



#### **Leading innovation**

We do things differently in ways that no one else has done before, and share the expertise and learning we gain.



#### **Making a difference**

We all play our part, doing a little bit more, a little bit better, to help improve the lives of people with cancer.

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### Job description

**Department / division:** Procurement Department, Finance

**Pay grade / staff group:** Professional Services 1 / Group

**Hours / duration:** Full time (35 hours per week), Monday to Friday.

**Reports to:** Director of Finance

**Main purpose of the job:** Responsible for leading the procurement service across the ICR, incorporating strategic category management, sustainable procurement practice, and operational procurement support.

The role will work with senior internal and external stakeholders to ensure best value is achieved whilst complying with legislative requirements.

This will involve leading on the development and implementation of procurement policies and systems, and developing a business partnering approach to category management to embed best practice within areas of key expenditure.

### Objectives

The development and implementation of overarching Category Management strategies covering key areas of non staff expenditure across the ICR.

Leadership and team development, with the provision of a collaborative, business partnering approach to category management and modern, operational procurement support.

Develop, implement and maintain robust value-for-money arrangements and reporting in support of the scientific research and associated support activities.

Resilient, efficient and sustainable supply chain management, leveraging key vendor relationships to ensure the reliable provision of fit-for-purpose goods and equipment at optimal pricing.

The decarbonisation of the ICR through leading implementation of measures to reduce scope 3 emissions, in line with our science-based target.

Develop and maintain systems and arrangements to ensure effective negotiation of contracts, using frameworks, where applicable, and other innovative solutions.

Timely and effective management information, data and reports to support effective performance management and decision making on procurement activity.

The proactive development of effective skills and awareness of procurement best practise in staff around the ICR who are involved in buying goods & services.

The effective development and management of key procurement policies and regulations, balancing value for money with risk assessment and requirements in a sustainable way.

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### Duties and responsibilities:

#### Strategy & planning

Lead procurement input into the development of organisational strategy and operational plans, to ensure that organisational priorities are aligned with and supported by procurement strategy.

To lead on the development and reporting on sustainable procurement arrangements, to identify and implement opportunities to reduce scope 3 emissions through the management of the ICR's supply chain.

Lead the provision of tendering, negotiation, advice and support on key strategic procurements across the organisation to ensure commercial benefits for the ICR are identified and secured.

#### Partnering & service delivery

Lead and oversee the development of the partnering approach to category management, to ensure that category managers understand business plans and operational requirements for different areas of the business, bringing specialist knowledge and expertise to deliver effective procurement strategies/ solutions.

Develop and maintain strong relationships with key stakeholders and colleagues across the organisation, to ensure a good knowledge of business goals and requirements and to exercise and deploy influence to achieve procurement strategy and policy objectives.

Provide procurement leadership input and subject matter expertise to complex, organisational projects, for example the purchasing and installation/ implementation of novel, high-value research equipment/ systems.

Oversee the development and operation of service level agreements for the procurement service, ensuring that these reflect research and professional service requirements and are monitored to ensure a high level of services is maintained, and that opportunities for improvements and efficiencies are identified and reviewed on a regular basis.

Ensure that procurement support queries and services are effectively managed and tracked through the ICR's professional services 'service hub'.

#### Systems, analysis and reporting

Oversee the operation of the source-to-pay system within the wider ERP environment, in collaboration with colleagues in Digital Services, to promote the standard operational of key procurement processes, including operational requisition-to-pay and tendering.

Oversee the regular provision and use of timely and accurate procurement performance and value-for-money data and metrics to drive best-practice improvements and support improved procurement decision-making around the ICR.

Oversee the maintenance of a complete, accurate contracts database.

Maintain a rolling pipeline of procurement activities taking into account the research strategy and priorities, and key professional service plans including estates and digital services strategies.

#### Policy and compliance

Lead the drafting, quality-assurance, presentation and communication of key procurement-related policies.

Provide advice to senior colleagues and stakeholders on the interpretation and application of these policies, balancing risks and regulatory requirements with value for money considerations.

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Ensure that wider organisational policy considerations are appropriately addressed in procurement arrangements, including information governance, tax and modern slavery act requirements.

### Supply chain management

Develop and maintain strong relationships with key suppliers, and manage the overall vendor portfolio to optimise resilience, value and sustainability in the ICR's supply chain.

Oversee the management and ordering of internal inventory to support the provision and safeguarding of key internal supplies.

Manage and/ or oversee key, high-risk contractual arrangements, including the ICR's insurance policies, and travel management arrangements.

### Management & leadership

Leadership and line management of the category managers, and lead the development and performance of the procurement team, promoting ICR values and role modelling accountability, integrity and professional development.

Promote a culture of continuous improvement within the team, supporting and empowering team members to identify and implement opportunities for efficiencies.

Research best practice in own area of expertise, and review and analyse detailed business models to support senior management in developing and improving policies, processes and systems relevant to a specialist area.

Develop budgets, service catalogues and operational plans for the procurement team in line with organisational priorities.

Proactively engage in sector and professional networks, for example HE Consortia, to build and update knowledge of sector developments, development opportunities and innovation.

### General

All staff must ensure that they familiarise themselves with and adhere to any ICR policies that are relevant to their work and that all personal and sensitive personal data is treated with the utmost confidentiality and in line with the General Data Protection Regulations.

Any other duties that are consistent with the nature and grade of the post that may be required.

To work in accordance with the ICR's Values.

To promote a safe, healthy and fair environment for people to work, where bullying and harassment will not be tolerated.

Maintain standards appropriate to a procurement role in accordance with ICR policy and the CIPS code of conduct.

This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or development.

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### Person specification

#### Education and Knowledge

Educated to degree level or equivalent experience.	Essential
Professional qualification (MCIPS or equivalent).	Essential
Demonstrable professional development through involvement in challenging and influential roles.	Essential
Knowledge of procurement principles and practices.	Essential

#### Skills

Excellent communicator across all levels.	Essential
Strong analytical skills, ability to deal with complex commercial and contractual matters.	Essential
Strong systems and data skills- ability to oversee operation of effective source-to-pay procurement system to support effective processes and decision-making.	Essential
Excellent interpersonal and customer care skills, including negotiation, influencing, relationship building and the ability to deal with difficult situations.	Essential
The ability to develop and implement procurement and category management strategies.	Essential
High attention to detail, innovative and flexible attitude to tasks, process development and improvement.	Essential
Contract drafting, contract negotiation and effective contract management.	Essential
Ability to prioritise and meet deadlines.	Essential
Ability to lead and motivate a team of procurement specialists.	Essential

#### Experience

Significant senior category management experience within a complex organisation with significant capital expenditure requirements.	Essential
Previous experience with research/ laboratory supply chain, and significant capital projects.	Essential
Understanding of JCT/NEC forms of contract	Desirable
Experience within research, academia, life sciences or charity organisation.	Desirable
Leadership of modern, fit for purpose service delivery and stakeholder management.	Essential
Experience of influencing and engaging at all levels on procurement related matters.	Essential
Experience in using tendering and contract management systems.	Essential
Strong track record of achievement.	Essential
Experience of running source-to-pay system with ERP environment.	Essential

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### Benefits

We offer a fantastic working environment, great opportunities for career development and the chance to make a real difference to defeat cancer. We aim to recruit and develop the best – the most outstanding scientists and clinicians, and the most talented professional and administrative staff.

The annual leave entitlement for full time employees is 28 days per annum on joining. This will increase by a further day after 2 years' and 5 years' service.

Staff membership to the Universities Superannuation Scheme (USS) is available. The USS is a defined benefit scheme and provides a highly competitive pension scheme with robust benefits. The rate of contributions is determined by USS and details of the costs and benefits of this scheme can be found on their website. If staff are transferring from the NHS, they can opt to remain members of the NHS Pension Scheme.

We offer a range of family friendly benefits such as flexible working, a parents' group, and a maternity mentoring scheme. Other great benefits include interest free loans for discounted season tickets for travel and bicycle purchases, access to the NHS discounts website, a free and confidential Employee Assistance Programme which offers a range of well-being, financial and legal advice services, two staff restaurants, and access to a gym and sporting facilities at our Sutton site.

#### **Further information**

You may contact Liam Blake for further information by emailing [liam.blake@icr.ac.uk](mailto:liam.blake@icr.ac.uk). This job description is a reflection of the current position and is subject to review and alteration in detail and emphasis in the light of future changes or development.