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**Head of Procurement**

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| **Job grade** | **Senior management** | **Reports to** | **Chief Financial Officer** |
| **Directorate** | **Business Services** | **Function** | **Procurement and Finance** |
| **Contract** | **Fixed term contract (12 month)** | **Location** | **Hybrid (with regular attendance to London office)** |

**Responsibility for resources**

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| **Direct line reports** | **1** | **Responsibility for other resources** | **Confidentiality for staff information, funding agreements and government information** |
| **Financial resources** | **Small budget responsibilities** |

**Our vision and mission**

The Zoological Society of London (ZSL) is an international conservation charity, driven by science, working to restore wildlife in the UK and around the world. Our vision is a world where wildlife thrives and every role, every person in every corner of ZSL has one thing in common – we are all conservationists, and passionate about restoring wildlife.

**Purpose of the role**

The purpose of this role is to take responsibility for all procurement activity (excluding retail) across ZSL’s UK footprint. The role will directly manage large, high value, and complex procurements, as well as overseeing the development and implementation of the organisation procurement policy and procedures to ensure that all procurement is carried out in a consistent and compliant manner.

The post-holder will also play an important role in the procurement of capital projects started as part of the implementation of ZSL’s multi-year Strategy and Masterplan for our London and Whipsnade sites (currently in development).

Further responsibilities include providing support on energy procurement and ensuring that procurement activities reflect ZSL’s sustainability initiatives.

**Key responsibilities**

**Strategy and Policy:**

* Ensure that ZSL’s Procurement Policy and Procedures are adhered to across the organisation, and ensure continuous improvement and updating of relevant template documentation.
* Ensure that ZSL’s sustainability aspirations are incorporated in an appropriate manner in procurement activities.

**Capital Projects:**

* Act as the ZSL procurement lead on capital projects whether or not related to the ZSL strategy / long-term site Masterplans for London and Whipsnade Zoos through:
* determining optimum procurement routes;
* drafting procurement documentation incorporating as appropriate inputs from others such as architects and cost consultants;
* developing evaluation models;
* arranging and chairing moderation and evaluation meetings and meetings with Tenderers during the process;
* ensuring compliance with ZSL policies and, if appropriate, public procurement regulations maintaining appropriate audit trails;
* liaising with the Head of Legal, Governance and Risk Management and contractors to agree appointment terms and conditions.
* Perform a similar role in relation to the appointment of professional teams both on a project specific or longer-term appointment basis.

**Other Procurement**

* Manage major non-capital procurements on behalf of a range of client teams such as Communications and Visitor Experience either directly or through oversight of the Procurement Specialist.
* Provide guidance and advice to client teams as needed to support their directly managed procurement activities.

**Procurement Pipeline**

* Maintain and update a five-year procurement pipeline for significant requirements.
* Ensure that the timescales for such procurements are agreed with client teams and that they are clear about the nature and timing of the inputs expected of them.
* Ensure sufficient resource is available to manage the procurements identified in the pipeline and reprioritise in conjunction with client teams if necessary.

**Miscellaneous:**

* Develop and maintain collaborative working relationships both within ZSL (e.g. with client teams and central service departments) and externally (e.g. with consultants and framework operators).
* Oversee and develop the Procurement Specialist empowering them to make decisions and engender a culture of collaboration to help achieve the best results.

**Values and behaviours for people management**

* **Collaborative:** creates an engaging environment where people feel comfortable asking for help or support
* **Ethical:** creates a culture which ensures everyone is treated fairly with dignity and respect
* **Impactful:** delivers results on time and to the agreed standards
* **Inclusive:** makes decisions that promote transparency and inclusion
* **Innovative:** is forward thinking and able to see the broader picture when planning and organising work
* **Inspiring:** has self-awareness and seeks feedback to better understand own style, approach and impact on team/staff motivation

**Person Specification**

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| Experience | |
| Essential | * Educated to degree level or equivalent qualification, or demonstrate equivalent knowledge through relevant and practical work experience * Considerable experience of developing and implementing procurement strategies at organisational and project level * Significant prior experience of construction related capital project procurement * Proven experience in consistently achieving procurement and contracting, including via direct basis and third party frameworks * Prior experience of successfully line managing and developing staff, whilst providing motivating work environments to all individuals to thrive |
| Desirable | * Professional qualification relevant to the role, such as CIPS/RICS |
| Knowledge and skills | |
| Essential | * Understanding of the RIBA stages and the role played by members of the professional team in construction projects * Strong negotiation and influencing skills * Excellent leadership skills with the ability to motivate, inspire and support ZSL’s shared mission, vision, and values * Proven ability to work collaboratively with senior colleagues and teams across various disciplines and locations, able to influence, engage, and constructively challenge at the strategic level * Excellent communication skills, with evidence of effectively engaging a range of colleagues and partners through written reports, strategic documents, policies and procedures. |
| Desirable | * Able to demonstrate insights into challenges of carrying out works and performing services in a visitor attraction or an operational site |
| Additional requirements | |
| Essential | * This post is a blended role for office and home working; travel to Zoo sites will be required on a regular basis * Strong commitment to creating a culture that lives ZSL values and commitment to safeguarding, equality and diversity (collaborative, inspiring, inclusive, innovative, impactful and ethical) |