**Job Holder:**  Head of Procurement

**Reports to:**  Finance Director

**Grade:**  PM3

**Safety Status:**  Non safety critical

**Date version agreed:**

**Job Purpose**

To be responsible for the procurement of medium to high value and risk goods and services. The post holder will be responsible for the development and implementation of category specific procurement strategies, drafting and tendering of invitations to Tender: the compilation of contract agreements and implementing supplier performance improvement strategies.

**Responsibilities**

* Report to the Finance Director.
* Ensure that procurement activities and processes across the Group Train Operating Companies comply with prevailing legal and governmental legislation.
* Ensure compliance with the Railway Safety Certificate and the Standards and Procedures Manual at all times.
* Ensure compliance with all safety responsibilities as detailed in the appropriate Safety Responsibility Statement.
* This is a Key Safety post.

**Key Accountabilities**

* Establish and maintain synergy with the Abellio Procurement activity on behalf of the implementation of corporate strategy.
* Lead a procurement activity that is able to provide professional support and advice to all internal customers embracing all business activities.
* Encourage and stimulate teamwork across all business activities. through communication, cooperation, awareness and personal involvement.
* Meet agreed performance objectives.

**Main Tasks**

* Develop short, medium and long term procurement objectives on behalf of the Group operating Companies in order to support and deliver strategic objectives.
* Manage the contracts database in conjunction with contract and project owners’ web based and DfT handover pack responsibilities.
* Ensure that all contracts are maintained and that negotiations are conducted and finalised in good time to ensure optimum commercial terms with minimal risk to the business.
* Implement processes to review the performance of key suppliers in conjunction with contract and project owners.
* Ensure a right first time philosophy with regard to total cost, total quality and best in class service. Implement a formal process for corrective actions in order to provide a foundation for continuous improvement.
* Maintain procurement procedures to ensure discipline, transparency and consistency. Audit compliance through the procurement activities and ensure that sustainable corrective action plans are implemented and maintained as appropriate.
* Compile objects and key performance indicators for all subordinates in conjunction with Human Resources and establish recorded routines and processes for review, response and feedback.
* Assessing direct staff capabilities and discussing their self-development.
* Self-development.
* Any other duties commensurate with the grade and post as required.

**Experience and Knowledge required for the Job**

* Knowledge of West Midlands Trains operations and geography.
* Substantial of property management.
* Previous experience of rail industry management, particularly in relation to Rail Regulated Access Agreements and Contracts.
* Detailed knowledge of the Railway operating environment.

**Person Specification**

* Organised
* Customer focused
* Good communication skills
* Leadership skills
* Negotiation skills
* Innovative
* Able to work to tight deadlines
* Able to interpret complex legal documentation

**Qualifications and Training required for the Job**

* Educated to degree level or equivalent in a relevant discipline or QBE
* West Midlands Trains Induction programme attendance
* Customer Care training

**External and Internal Contacts**

* West Midlands Trains Business Development team
* West Midlands Trains Facilities Managers
* Other West Midlands Trains staff, including managers and directors.
* Network Rail
* DfT
* Local Authorities
* Property Agents
* Other Train Operating Companies
* Office of the Rail Regulator

**10. Sign off**

**Job Holder:……………………………………………….. Date:………………..**

**Manager:………………………………………………….. Date:………………..**

**Nominated Deputies**

If this is a KEY SAFETY POST (2D is “checked”) a Nominated Deputy must be identified. The job holder must ensure that the Nominated Deputy receives a copy of, and is briefed on, this Job Description.

**Job title of**

**Nominated Deputy: ……………………………………………………………....**

**Name of Nominated Deputy: …………………………………………………..**

**Signature of Nominated Deputy: ………………………………………………**

**Date: ………………………………………………………………………………….**

As the Nominated Deputy for this post, I confirm that I have been briefed on the requirements of this job. If there are more Nominated Deputies they should sign further copies of this Job Description.

**Safety & Environmental Safety Responsibility Statement**

It is the line manager’s responsibility to ensure that the post holder is fully briefed and responsibilities are clearly understood by the post holder.

This statement must be amended and accepted:

1. Wherever responsibilities are changed;
2. In response to an accident or incident;
3. In response to external changes to Health and Safety and Environmental Legislation; *and/or*
4. Following annual review.

## General Responsibilities

Overarching Safety and Environmental Responsibilities are as follows:

1. You must take reasonable care for your own health and safety and of persons who may be affected by your acts or omissions at work;
2. You must co-operate on matters regarding safety and health;
3. You must not interfere with anything provided in the interest of health and safety – for example override safety features of equipment;
4. You must follow the training you have received when using any work items your employer has given you;
5. Tell someone (your employer, supervisor or health and safety representative) if you think the work or inadequate precautions are putting anyone’s health and safety at serious risk;
6. You must support the business in achieving its objectives laid out in its latest Environment & Energy Policy.

Further Safety and Responsibilities that apply to all West Midland Trains employees are set out below, in sections which correspond with the West Midland Trains Safety Management system.

You must take reasonable care for your own health and safety, and of persons who may be affected by your acts or omissions at work.

1. **Policy, Leadership and Resourcing**
   1. You must understand and comply with the Refusal to work on the grounds of health and safety policy.
   2. You are responsible for attending the following safety and / or environmental related meetings:

E.g. Sustainability Action Group, SEMG

List meetings here

☐ None apply

* 1. You must comply with the West Midland Trains policy on the use of mobile phones when driving on company business.

1. **Employee training**
   1. You must attend the necessary safety and/or environment training courses within 3 months of appointment (or as soon as practicable thereafter).
2. **Planned Inspections**
   1. You must comply with the procedures which exist to remedy substandard acts and conditions found in the workplace.
3. **Accident and incident investigation**
   1. You must ensure that all personal accidents and near misses are reported to your supervisor or Control as detailed on the health and safety notice board.
   2. You must ensure that all personal accidents are reported and investigated as detailed in the Accident/Incident Reporting and Investigation standard.
4. **Emergency planning and Security**
   1. When working at static locations you must ensure that you understand the local emergency plan at each location at which you are required to work. Local emergency plans are detailed on safety notice boards.
   2. You must understand and comply with your obligations regarding security checks, suspect packages, bomb threats and explosions as detailed in the West Midland Trains Occupational Standards Manual.
   3. You must understand and comply with your obligations regarding security checks, suspect packages, bomb threats and explosions as detailed in the West Midland Trains Occupational Standards Manual.
5. **Rules Competencies, Permits and Licences**
   1. You will receive an assessment of competence in the rules, regulations and instructions which apply to your post. The initial and subsequent assessments will be given by qualified trainers/assessors. Competence processes will lead to certification. You must ensure that you maintain your own competence in rules, regulations and instructions for the post that you hold.
   2. You must be in possession of the necessary publications, as detailed by your manager or supervisor before you take up your post.
   3. You may be required to drive motor vehicles owned, hired, or leased by West Midland Trains. You must not do so unless in possession of a valid license appropriate to the vehicle being driven. You must be insured to use that vehicle and fully comply with the Authority to Drive procedures, carrying the appropriate authority card.
6. **Communications**
   1. You must ensure that you attend regular briefings which cover safety and environmental issues.
   2. You must attend any local job induction training session on your first day at a new location.
7. **Auditing and safety Check**
   1. You must ensure that substandard conditions found by you in West Midland Trains workplaces are reported to the appropriate line manager or Control without delay.
   2. You must ensure that any practices undertaken that do not align to current policies or standards are reported to your Line Manager or Control without delay.
8. **Promotion of Environment & Safety Issues**
   1. You must ensure that you are aware of the location and are familiar with the contents of the safety and environment notice board.
9. **Health Controls**
   1. You must understand and comply with the alcohol and drugs policy as detailed in OCC-205 Alcohol and Drugs and other policy documents.
   2. You must understand and comply with the standard for Control Of Substances Hazardous to Health (COSHH).
   3. You must understand and comply with the standard for Control of Asbestos.
   4. You must understand and comply with company standards for management of cases of occupational ill health.
   5. You must understand and comply with the standard for Staff Care and Support System (SCASS).
10. **Personal Protective Equipment (PPE)**
    1. You are responsible for wearing the required PPE as directed by the local manager or supervisor when visiting locations where it is required.
    2. You will be issued with PPE on a personal basis.
11. **Purchasing, Procurement and Management of Contractors**
    1. You must understand and comply with the company standards for purchasing, procurement and stores provision as produced by the Head of Procurement.
    2. You must understand and comply with the company standard for managing contractors.
12. **Environment**
    1. Where your role has an impact on the Environment you must ensure that you are familiar with the contents of all relevant Environmental standards, including but not limited to the Environmental & Energy Management System Manual.

## Specific Responsibilities

Your specific safety and environmental responsibilities are set out below, in sections which correspond with the West Midland Trains safety management system.

## Safety Responsibility Statement Acceptance

I acknowledge the receipt of the job description and statement of the safety and environment responsibilities associated with my post. I understand these responsibilities, which have been explained to me. Training needs have been identified and agreed.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | Job title: |  |
| Name: |  | Location: |  |
| Date: |  |  |  |

I have explained the Safety and Environmental Responsibilities associated with the role of *(insert role title)* to the role holder and am satisfied that they understand these responsibilities. Training needs have been identified and timescales for such training have been identified.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | Job title: |  |
| Name: |  | Location: |  |
| Date: |  |  |  |

## Review

This statement will be reviewed annually.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date Due: |  | Date Reviewed: |  | Post Holder Signature: |  | Line Manager Signature: |
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