

**JOB ROLE:**

# Procurement Strategy & Operations Manager



Reporting to	Libby Daniels, Director of Client Services	Team	Client Services, Supplier Onboarding
Contract Type	Permanent	Salary	Dependent on experience
Job Location	Birmingham Office – 2 days minimum in the office per week		

**Benefits:**

- Eligible for discretionary bonus scheme 6 months after service
- Private Medical Insurance – Individual Cover (Aviva)
  - Full outpatient services, Routine and GP referral services
  - Dental (up to £450 routine cover) & Optical cover (up to £250), Up to 25% gym discounts
  - Mental Health cover, Stress Counselling Helpline, Digital GP
- Life Assurance 4x cover (Unum)
- Pension (Aviva) Automatically enrolled – 5% employee monthly contribution, 4% employer monthly contribution – administered through optional salary sacrifice scheme
- Electric Car Scheme (Salary Sacrifice) & Cycle to work scheme
- Charitable giving scheme & Company matched charity giving (up to £250 per employee each year)
- Annual Leave – 25 days + Bank Holidays
  - Additional day leave for Christmas Holidays (half day Christmas Eve & New Year’s Eve)
  - Options to carry holiday to the additional leave year (up to 5 days)
  - Options to purchase additional leave (up to 5 days)

## The Challenge

Oxygen is searching for a driven, passionate and improvement-focused individual to lead the Supplier Onboarding team to continued growth over the coming years. This individual will have prior experience in Operations, Procurement Team Management, or Compliance, be hyper-focused on delivering the right results every time and have a keen eye for opportunities for improvement or automation. A proven understanding of procurement is essential and the ability to find innovative solutions is critical.

You will be responsible for leading the Supplier Onboarding Operations function - this will include the management of Procurement and Contracts experts and Business Development Executives. You will oversee the operations for the multi-dimensional supplier onboarding approach that Oxygen implement and ensure all opportunities to offer early payment are exhausted, including:

- **Sourcing** – part of our clients’ commitment to growing their Early Payment Programme sees them offer early payment as an evaluated criteria within their tender processes. This Sourcing Operations team is responsible for ensuring early payment is included within tenders let by our clients, checking each tender as it is issued, managing £3bn+ of pipeline items to ensure data quality remains high, and tracking the tenders through to completion to identify sign ups to the Early Payment Programme. They are also responsible for auditing client obligations and ensuring compliance. This team is scaling quickly, and the successful candidate will be responsible for ensuring processes are of optimum efficiency, operating effectively, and are scalable for our fast-growing client base. (4 FTE).
- **Campaigns / B2B** – Oxygen also run campaigns and calls directly to incumbent suppliers of our clients, offering the opportunity to join the Early Payment Programmes. This team has been recently reinvigorated and is going from strength to strength – with creative new data-driven campaign styles, proactive notifications to suppliers, and new approaches to major suppliers to the UK public sector, onboarding through this team has already exceeded last year’s full year result. There is room for this job-holder to support the existing team with innovative and imaginative approaches to engage the supplier market. (2 FTE)

## Key Responsibilities

- Driving one of our most important KPIs – New Signed Spend - to our Early Payment Programmes.
- Ownership of Supplier Onboarding data, including Board-level reporting and data to drive improvements.
- Overall responsibility for maximising early payment inclusion in sourcing, through management of operational review, tracking, reporting and escalation processes.
- Acting as an escalation point for non-compliance or non-adherence to contractual processes, addressing the issues with senior client stakeholders and driving through to resolution.
- Managing a team of Procurement & Contracts experts and Business Development Executives, driving performance and effective processes.
- Prioritisation of client requests and internal projects, managing resourcing appropriately.
- Leading and operating client audits to ensure compliance with contractual obligations and agreed processes.
- Continually improving internal and external processes, living and breathing our “Do it once, do it right” company value and ensuring our interventions with clients are value-focused and drive the right results.

## The Company

Oxygen Finance is a wholly owned subsidiary of TruFin Plc, an AIM listed business. Oxygen’s HQ is located in Birmingham city centre. Oxygen is an ambitious and rapidly expanding business, with a presence in both the UK and US. Our Fintech solutions help businesses thrive and public sector organisations deliver social benefit to our world. Our enviable client list includes FTSE100 businesses and some of the largest public sector organisations. Our vast data lakes and class leading products, combined with expert and professional teams, make our business successful.

Oxygen’s company values are focused around our people, our clients, expert knowledge and performing at pace.

## The Team

The Supplier Onboarding team is the core of Oxygen’s operations – encouraging suppliers to join our Public Sector clients’ Early Payment programmes is our primary route to growing savings for our clients and revenue for our organisation. This takes place primarily through supporting our clients with Procurement activities, ensuring early payment is included in the evaluation, as well as through Digital Marketing & Telesales.

Now with over 50 Public Sector bodies we are working with, we track and check thousands of tenders each week, liaise with hundreds of Procurement stakeholders, and use our massive amounts of data to identify trends and drive improvements in everything we do.

## Essential skills, qualifications & experience

*The ideal candidate will have the following strengths:*

- An understanding of Procurement / Contracts / Public Contract Regulations 2015
- Problem solving – comfortable articulating complex queries and identifying creative solutions, leveraging the data, technology and relationships held within the team.
- Driving for results – have the ability to create a clear plan and run through to execution, managing a multi-functional team to drive success and growth.
- Improving continuously – focused on our core value, “Do it once, do it right”, and create and embed processes that drive clear outcomes in a scalable way as our client base grows.
- Engaging with stakeholders – excellent written and verbal communication skills, this individual will need to manage internal and external stakeholders to align objectives and escalate issues proactively.
- Leading a team – working to mentor and coach the team to improve performance, driving success and liaising with other leaders in the organisation to drive better practices.
- Spotting issues and proactively driving solutions – a keen eye for detail and comfortability with data analysis would be beneficial, and a relentless approach to identifying and resolving issues.
- A self-starting decision maker – confident in making decisions and driving action and work autonomously to drive towards objectives and aims.

## Desirable skills, qualifications & experience

- An understanding of Public Sector Procurement, specifically Local Government