

# JOB PACK

Assistant Director - Procurement



Creating homes.  
Building lives.





# ABOUT US

We are one of the largest housing groups in England with more than 37,500 homes across the North West and East Midlands. Jigsaw Homes Group creates new and exciting opportunities for tenants and customers.

We provide quality, low-cost housing and play a wider role in making sure our residents thrive in their homes and benefit from living in healthy, sustainable communities.

We are well placed to respond to challenges including welfare reform, poverty and social exclusion and are committed to tackling the housing crisis and homelessness by building more affordable homes for people to rent and buy.

As a sector leader, we will also innovate and inspire, driving technology and efficiency through new products and services. We strive to be a top housing provider and an employer of choice. We look forward to working with you.

# JOB DETAILS

<b>Holidays:</b>	24 days leave per annum plus 3 days for Christmas closure (based on a 5-day working week) plus bank holidays, plus additional days after 2 years continuous service (to a maximum of 5 days)
<b>Pension:</b>	The Group belongs to the Social Housing Pension Scheme to which the successful candidate would be entitled to join. This is an Employer and Employee contribution scheme.
<b>Jigsaw Benefits:</b>	In return Jigsaw Homes Group offer occupational sick pay, on-site gyms, BHSF membership, enhanced maternity/paternity leave and training/development opportunities plus much more. See the benefits page on our website for more details.
<b>Probation period and references:</b>	Please note that any offer made by the Group and subsequent employment is subject to a six-month probationary period and to the Group receiving two satisfactory references, one of whom should be your current or most recent employer.
<b>Mandatory Training</b>	You will be required to complete mandatory training for your role. This training may take place at any one of our main offices in Ashton-Under-Lyne, Leigh, Miles Platting or Nottingham.
<b>Eligibility to work in the UK:</b>	Successful applicants for posts within the Group are responsible for producing proof of entitlement to work in the UK before employment can commence.
<b>Disclosure barring checks &amp; Medical Clearance:</b>	<p>In addition, any offer is also subject to receipt of a Basic Disclosure from the Disclosure Barring Service confirming suitability &amp; medical clearance from our Occupational Health Provider before appointment.</p> <p>Visit <a href="http://www.jigsawhomes.org.uk/dbs">www.jigsawhomes.org.uk/dbs</a> to view the Group's DBS policy statement.</p> <p>Further information about the disclosure can also be found at <a href="http://www.homeoffice.gov.uk/dbs">www.homeoffice.gov.uk/dbs</a></p>
<b>Equality, Diversity &amp; Inclusion:</b>	Jigsaw believes we should appreciate the significant value that individuality can bring therefore acceptance and respect for everyone is essential. All employment decisions are therefore based on business needs, job requirements and individual qualifications to help create a safe and positive environment for all.

# JOB DESCRIPTION

## OVERVIEW

No business can run successfully without a smooth financial operation and Jigsaw is no different.

The finance team is made up of over 100 staff, and the department is responsible for all financial functions across the Group.

With a continued focus on value for money and services to customers, we are now recruiting an Assistant Director of Procurement.

### Role Summary

As Assistant Director of Procurement, you will lead and co-ordinate the effective management of the Procurement Service, including the development, implementation, and delivery of Jigsaw's Procurement Strategy.

This is an exciting opportunity to join us and have the autonomy to shape the Procurement function. This is a high impact leadership role, and we are looking for a pragmatic and dynamic procurement professional.

You will have 5-10 years' experience in a senior procurement role and will have delivered a previous procurement transformation project.

**Responsible To** - Operations Director- Finance

## MAIN TASKS OR ACTIVITIES

1. To lead and co-ordinate the effective management of the Procurement Service.
2. To develop, implement, maintain, review, and ensure delivery of Jigsaw's Procurement Strategy.
3. To ensure the delivery of procurement services that meet commercial and regulatory requirements.
4. To ensure that the procurement strategy is aligned with the Corporate Plan and supporting strategies.
5. Lead and be responsible for all procurement policies, procedures and operational performance.
6. Oversee and maintain a comprehensive procurement ICT system incorporating a contractor and supplier database, recording all activity in terms of tendering, contracting, monitoring, compliance and renewal and improving management information.
7. Provide advice, training and communication on all aspects of procurement and set the tone of Jigsaw's procurement behaviours to highlight the importance of efficient, effective and compliant procurement.
8. Work with and support budget holders across Jigsaw to make decisions on appropriate procurement activities and sourcing strategies, ensuring social value, innovation, resident involvement and commercial rigour outputs are also embedded in the procurement process.
9. Use best practices to drive procurement efficiencies and continuously improve the procurement service within Jigsaw.
10. To monitor, implement and communicate changes in legislation in relation to procurement to ensure compliance within the Group.

11. Keep up to date and relevant on market conditions, external factors and developments within supplier markets in order to assess the implications for Jigsaw.
12. Achieve measurable and sustainable cost savings, value for money, risk reduction and enhanced social value through proactive delivery and direction of the procurement service.
13. Attend meetings and network with external sources within and beyond the Housing sector in order to benchmark best practices across other organisations.
14. Follow all Group policies and procedures in accordance with the role and attend Mandatory training when requested to ensure compliance with Group policies and procedures.
15. Ensure you work in accordance with the Equality Act 2010 and the Equality, Diversity & Inclusion Policy at all times.
16. Carry out any duty which may be, from time to time, requested by the Chief Executive, Deputy Chief Executive or Group Directors commensurate with the position.

## Candidate Requirements

<b>Candidate Requirements:</b>	<p><b><u>Essential</u></b></p> <ul style="list-style-type: none"> <li>• Procurement Industry related Professional Qualification (MCIPS, CIPS, Logistics and Supply Chain MSc)</li> <li>• 5-10 years' experience in a senior procurement role.</li> <li>• Experience in developing and directing procurement strategies.</li> <li>• Experience of developing and implementing procurement transformation plans.</li> <li>• Expert knowledge and understanding of procurement best practice and legislation.</li> <li>• Strong communication skills and experience in supporting budget holders and delivering procurement training.</li> </ul> <p><b><u>Desirable</u></b></p> <ul style="list-style-type: none"> <li>• Sector experience useful but not required.</li> <li>• Systems implementation expertise.</li> </ul>
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# JIGSAW VALUES

As a sector leader, Jigsaw will innovate and inspire, driving technology and efficiency through new products and services.

It strives to be a top housing provider and an employer of choice and this is where we need innovative, forward thinking, diverse and vibrant individuals to join us and help us succeed even further.

Our company values reflect the individuals we want to lead us into the brightest future possible for Jigsaw Homes Group.



# Jigsaw Homes Group Limited

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