



Procurement Specialist

IMC Grade:
Senior Consultant

Responsible to:
Commercial Manager – Project Management Unit (PMU)

Location:
Redhill, UK

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The Role

We are looking for a dynamic and ambitious individual to bring procurement experience within our growing Project Management Unit (PMU). The successful applicant will be instrumental to the successful implementation of the procurement process within many of our consultancy projects and will support the development of a company-wide standard for, and approach to, procurement.

IMC Worldwide successfully manages a live portfolio of over a hundred consultancy projects, all at various stages of the project lifecycle. Procuring third party specialist services that deliver value for money for our clients is critical to our success.

We are increasingly procuring various specialist services under our projects, where we publicly tender for discrete pieces of work. We are also implementing innovation competitions including the assessment and selection of innovation and research projects for funding. We envisage this role working across multiple projects and assisting with the development and implementation of project procurement policies and procedures.

We are not just looking for a buyer of goods but a procurement specialist with detailed and proven experience of public sector procurement practices within a consultancy context, to enhance and strengthen our approach to procurement.

The successful candidate will have demonstrable experience across the procurement lifecycle in:

- carrying out donor-funded activities procuring diverse and specialist services
- preparing terms of reference
- launching and managing procurement tenders including evaluation and negotiation, to award of contract and contract management stages
- developing project procurement policy and procedure documents
- preparing and maintaining procurement plans
- drafting and maintaining procurement templates including notices, bidding documents, evaluation documents, and supply contracts

Main responsibilities

The scale and scope of projects and procurements will be diverse and the requests for support will be equally varied. The main responsibilities of the role will be as follows:

- Manage procurement exercises from launch through to contracting including communication with bidders
- Manage and regularly review and update if required, the project Procurement Policy and Procedure document and ensure that all procurement activities are carried out in accordance with this document
- Manage, maintain and update project procurement plans and assist in co-ordination of the forecasting of spend
- Prepare Terms of Reference for projects, Prior Indicative Notices, Expression of Interest notices and Request for Proposals or other tender documents
- Manage market warming/early market engagement events
- Appoint evaluation panels and oversee their activities as a non-voting supervisor
- Be the key point of contact for other procurement initiatives including grant funded innovation competitions,
- Develop a robust corporate approach to procurement by documenting procedures that are transparent, delivers value for money for our Clients and is based on best practice
- Deliver training modules to colleagues as part of the PMU Project Management Training Programme
- Meet the [quality standards](#) of the company and of the development partners, our Clients
- Meet the high ethical standards of the company as directed by the [IMC policies](#) related, but not limited to: Business Ethics, Equal opportunities, Anti-Harassment & Bullying, Safeguarding, Anti-Slavery and Human trafficking and Data Protection

It is expected that, initially, the candidate will be heavily immersed in [the High-Volume Transport \(HVT\) Programme](#) as Procurement Specialist working closely with the Technical and Research teams to implement the planned framework of research for the programme.

Team Environment

The role will sit within the PMU and, due to the commercial nature of procurement, report to the Commercial Manager, but will work across the organisation with the Contracts and QMS Manager, Project Managers, Regional teams and Business Streams.

The PMU is a growing and lively team of committed individuals and the successful candidate will be able to immediately join the team and demonstrate an openness and collaborative approach.

The working environment is informal, creative and collaborative, but we are uncompromising on the quality of work we deliver to Clients.

To learn more about our recent projects, major highlights and achievements [click here](#) to read our 2017 Annual Review.

Hours of work – This role is a full-time position. Full Time working hours are 37.5 per week

Location – The role is based in the IMC offices in Redhill. We are a short walk from Redhill train station, which has direct links to London and the South Coast. There is free parking available on-site subject to availability

Due to the nature of our work, all IMC contracts require job holders to be able to travel overseas to our overseas projects if and when required. For this role, some national and international travel may be required to work with colleagues and partners

Salary – depending upon experience
There is also a non-contractual bonus system payable annually depending on performance

Annual leave – 25 days annual leave 8 plus public holidays. The holiday year is 1st January – 31st December

Benefits – Buying and selling of annual leave scheme, health cash plan scheme, private medical insurance, life assurance scheme, company contributory pension scheme, and cycle to work scheme.

IMC also supplies free refreshments and fruit, and there is a dress down day every Friday

Applications will be reviewed on an on-going basis, apply as soon as possible.

PERSON SPECIFICATION: Consultancy Project Procurement Specialist

	Essential	Desirable
Qualifications, understanding & training:		
Formal procurement qualification such as CIPS Diploma (minimum)	X	
Degree qualification		X
Training in Project Management, Creating Networks; Effective Communications		X
Experience:		
Hands-on experience carrying out donor-funded activities in procuring diverse and specialist services	X	
Experienced in preparing and maintaining procurement plans as well as managing and updating procurement templates	X	
Experience of working in international development and/or with Government/donor partner procurement regulations and processes	X	
Understanding of how to manage grant funded innovation and/or research competitions		X
Experience on DFID and/or other donor funded programmes is preferable (eg World Bank, MCC)		X
Experience in low-income countries		X
Experience of working in a process support function, ideally in a consultancy	X	
Experience in collating technical and commercial inputs from diverse sources with a demonstrable capability to create a clear and coordinated output/message	X	
Experience working in project management		X
Abilities & skills		
Excellent organisational skills and the ability to multi-task under tight deadlines	X	
Good attention to detail and ability to carry out finance, contractual and administrative tasks with discretion and exceptional accuracy	X	
Excellent written and verbal communication skills	X	
Flexible and adaptable with an ability to adapt appropriately within various situations	X	
Strong analytical skills	X	
Good planning skills	X	
Confidence and enthusiasm	X	
Co-operative and supportive team player	X	
Personal:		
Close attention to detail and ability to articulate guidelines and changes clearly and effectively	X	
Neat and logical approach to working	X	
Excellent and open work ethic and ability to prioritise effectively	X	
Approachable and open to new ideas and suggestions	X	

IMC Competency Framework: Consultancy Project Procurement Specialist

Competency	D	I	A	S
IMC Values and Ethics		X		
Business Insight		X		
Bid and Project Management		X		
Technical/Area specialisation		X		
Relationship Management and Working with Others		X		
Leadership and Resilience		X		
Impact and Influence		X		
Decision Making and Planning and Organising		X		
Results Orientation and Continuous Improvement		X		
Financial and Commercial awareness		X		

Key:

D – Developing

I – Independence

A – Accomplished

S – Senior Management Level