

**DiABETES UK**  
KNOW DIABETES. FIGHT DIABETES.



**PROCUREMENT PARTNER**

# WHO WE ARE

**For nearly 5 million people with diabetes in the UK, there's no day off. At Diabetes UK, we fight day in, day out for better care, treatment and support. We won't stop until diabetes can do no harm. With more people than ever living with diabetes and millions more at risk of developing type 2, our work has never been more needed.**

We can't do any of this without you. Our staff are passionate and determined about helping everyone affected by diabetes. For over 85 years, they've been behind vital policy changes, as well as new treatments and technologies to make living with diabetes easier every day. But there's more to do. And you can be part of it.

We're a really diverse bunch and we recognise and respect your value as an individual.

As well as helping people with diabetes, you'll be part of one of the top 30 Best UK Charities to Work For, and one of the top 75 Best Large Companies in London.

We're committed to protecting and promoting the welfare of children and adults at risk, and we need our staff and volunteers to support this.

**Our vision is a world where diabetes can do no harm. Join us today, and together, we can make that a reality.**





# JOB DESCRIPTION

Role title: Procurement Partner

Contract type: 18 months Fixed term contract

Hours: 35 Hours

Band: 5

Key relationships (internal and external): Finance, Legal, Budget holders across Diabetes UK

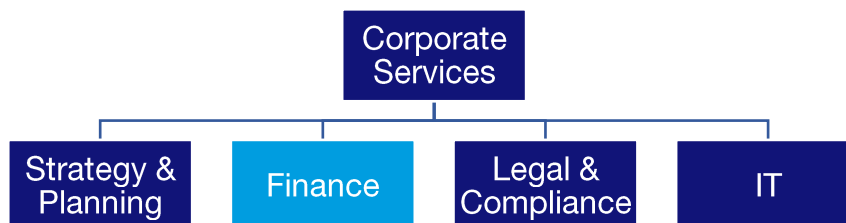
Line Manager: Head of Finance, this role will work closely with the Business Partnering team

Key focus of the role: Securing value for money across Diabetes UK

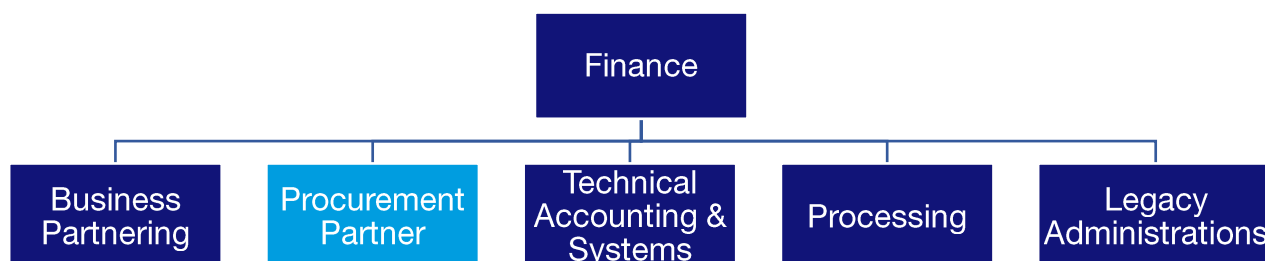
## Directorate and team

This role sits in the [Finance team](#) in the [Corporate Services Directorate](#)

### Directorate



## Department



## Main responsibilities

The post holder will offer procurement support across the charity, identifying opportunities, creating work plans and partnering with colleagues with the ultimate aim of reducing cost and managing risk through effective procurement. The post holder will be comfortable advising colleagues through supplier negotiations and at times be closely involved in the process.

They will have a role in developing policies and approaches, and work closely with the finance team to ensure the charity has the reporting, processes and controls it needs to drive best practice in this area.

This post holder will use their expert knowledge to ensure that Diabetes UK complies with relevant procurement legislation and guidance.

## Person specification

All jobs at Diabetes UK are based on our competency framework called the What-How Framework. In the following sections we've listed:

- The key activities you'll undertake (the What) and
- The skills, knowledge, experience and behaviours you need to be successful in this role (the How)

**You will be able to:**

- Ensure that Diabetes UK complies with relevant procurement legislation and best practice guidance.
- Support, guide and train colleagues undertaking procurement processes using a partnership approach.
- Constructively challenge colleagues as a critical friend to ensure best value for money is achieved in our procurement approach.
- Develop our policies and ways of working, working closely with the Finance and IT teams to ensure that the charity has the systems, reporting, processes and controls needed to drive best practice in procurement.
- Be closely involved in negotiations with suppliers to secure best value for the charity (as required).
- Own and improve procurement guidance and supporting materials
- Carry out performance reporting and track savings realised.

**You will have experience in:**

- Promoting the value of effective procurement across the organisation
- Identifying areas where there are opportunities to reduce cost, reduce risk, or increase value for the charity – and acting on these.
- Working in procurement to ensure that organisations have the systems, reporting, processes and controls needed to drive best practice.
- Negotiating with suppliers.
- Owning and updating the procurement calendar with support from the wider org to identify upcoming tenders and drive value for money conversations forward to add value.

**You will have skills in:**

- Supporting colleagues of different levels of experience in their procurement work utilising your procurement expertise to add value.
- Working with Corporate Services colleagues to ensure that the charity has the systems, reporting, processes and controls needed to drive best practice.
- Facilitating tender processes, and where appropriate leading negotiations with suppliers ensuring that key contract terms and are clear and acceptable at all times.
- Excellent relationship building skills, internally and externally.

**You will have knowledge:**

- Best practice in Procurement & Contract Management
- Supporting the org to ensure that all purchasing and contracting arrangements reflect best value and comply with the Procurement & Contracts Policy
- Maintaining continuous professional improvement and keeping up to date with the latest best practice via networks, formal training and study.

**The best person for this job will be (behaviours):**

- Take a partnership approach to supporting colleagues and work collaboratively.
- Utilise your experience of working in procurement and your proactive approach to deliver continuous improvement in procurement processes.
- Be curious about the activities delivered through suppliers, and use data and evidence to make decisions on areas of focus.
- An innovative thinker, able to spot opportunities and drive change based on findings, risks, incidents and changes of regulatory requirements.
- Be approachable and available to colleagues for ad hoc support.
- Promote the value of effective procurement across the organisation
- Be self-motivated and able to work both independently and in partnership with others.

**Qualifications/professional membership (if applicable):**

Ideally CIPS qualification or working towards this

# benefits

We know you do more than just work. And that means you might be a parent, carer, friend, volunteer or partner.

We want to make sure that we can help you create a good balance between work and the other parts of your life.

And one way we do that is with benefit we offer you.



## Annual leave

We want you to make sure you get time off to rest and relax. So, all full-time permanent employees get 25 days off a year, with bank holidays on top of this.



## Connected working

We have adopted a 'connected working' way of working. This means that, for most roles, you are not required to work in an office location every day.



## Pension

We enrol everyone into our pension and all new colleagues joining us will get information on the pension scheme. We make an employer contribution of at least 5%.



## Healthcare

Our cash healthcare plan that allows you to claim back the cost of regular health appointments and treatment, like the dentist and optician.



## Learning and development

We help you to continually develop and achieve your career goals, including offering a wide range of training which happens throughout the year.



## Gym membership

We have a gym membership discount scheme through our cash healthcare plan provider. You can use this at a wide variety of gyms around the UK.

## Get in touch

Email [recruitment@diabetes.org.uk](mailto:recruitment@diabetes.org.uk)

Call **0345 123 2399**

Visit [diabetes.org.uk](https://diabetes.org.uk)

Search **Diabetes UK** on Facebook, Twitter, YouTube and Instagram

