



# Blackburn Rovers Football & Athletic Ltd

## Job Description

<b>Job title:</b>	Procurement Manager
<b>Department:</b>	Administration
<b>Based at:</b>	Ewood Park stadium, Nuttall St, Blackburn, BB2 4JF. Flexibility regarding location is required.
<b>Reports to:</b>	Chief Executive Officer
<b>Responsible for:</b>	N/A
<b>Salary:</b>	Competitive – commensurate with experience, skills and qualifications.
<b>Hours of work:</b>	37.5 hours per week plus any additional hours necessary for the performance of duties. This may include evening and weekend work when required.
<b>Contractual status:</b>	Permanent
<b>1. Job purpose:</b>	To oversee the purchasing activities ensuring acquisition of quality and cost-efficient products/services whilst adhering to financial budgets.
<b>2. Duties and responsibilities:</b>	<ul style="list-style-type: none"> <li>To be committed to ensuring the safeguarding and welfare of all staff, customers and clients of the Club;</li> <li>To forecast levels of demand for services and products in a timely manner;</li> <li>To develop and implement sourcing aligned to the club's objectives;</li> <li>Conduct regular market research to source products and suppliers in terms of best value, delivery schedules and quality;</li> <li>Monitor business trends and product availability;</li> <li>Run tenders, evaluate bids and make recommendations, based on commercial and technical factors;</li> <li>Proactively research new products, providing benchmark data and supplier evaluation which meets the club's requirements;</li> <li>Negotiate and agree contracts, monitoring the quality of service provided;</li> <li>Liaise with other departments on a regular basis to determine their product and service needs;</li> <li>Create and implement procurement policies and procedures;</li> <li>Develop strategies to ensure cost savings and supplier performance targets are met or exceeded;</li> <li>Collate and retain document filing and contact details;</li> <li>Build and maintain good relationships with new and existing suppliers;</li> <li>Provide volume and price forecasts for budget processes;</li> <li>Undertake value for money reviews of existing contracts and arrangements;</li> <li>Ensure the security and sustainability of sources of essential products and services;</li> <li>Forecast price trends and their impact on future activities;</li> <li>Present regular presentations in relation to market analysis and possible growth;</li> <li>Work closely with departments across the business to evaluate any potential new products/services;</li> </ul>





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	<ul style="list-style-type: none"> <li>• Participate in business development to build meaningful relationships with local business organisations/suppliers;</li> <li>• Present cost/benefit analysis and scoring matrices in relation to any new proposals: and</li> <li>• Project manage all tender processes across the business.</li> </ul>
<b>3. Skills required:</b>	<ul style="list-style-type: none"> <li>• Good analytical and strategic thinking skills;</li> <li>• Excellent attention to detail;</li> <li>• Strong networking skills with the ability to influence;</li> <li>• Good negotiating skills;</li> <li>• Effective and adaptable communication skills;</li> <li>• Flexible to adapt of the needs of the business;</li> <li>• Strong financial analysis skills;</li> <li>• Proficient in all Microsoft packages including Word, Excel, Office and PowerPoint; and</li> <li>• The ability to maintain and develop collaborative and professional relationships with suppliers and colleagues.</li> </ul>
<b>4. Knowledge required:</b>	<ul style="list-style-type: none"> <li>• Knowledge of procurement regulations, electronic methods to maximise efficiency and computerised purchasing methods;</li> <li>• Experience in market engagement and benchmarking exercises; and</li> <li>• Experience and understanding of the full end-to-end strategic procurement process, including tendering, supplier and contract management.</li> </ul>
<b>5. Qualifications required:</b>	<ul style="list-style-type: none"> <li>• Proven track record in the delivery of procurement projects and programmes; and</li> <li>• Chartered Institute of Procurement and Supply (CIPS) Level 4 or above.</li> </ul>
<b>DBS check required:</b>	Yes (basic)

The document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation.

### How to Apply

Due to high-levels of interest, this post may close early so early application is advised, otherwise the closing date for this role is **12 noon on Friday 19<sup>th</sup> May 2023**. To apply, please email your application form and covering letter to [recruitment@rovers.co.uk](mailto:recruitment@rovers.co.uk) . CV's will not be accepted.

### Equality and Diversity

Blackburn Rovers FC is committed to the principle of equal opportunity in employment and its employment policies for recruitment, selection, training, development and promotion are designed to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, religion or belief, sex, sexual orientation, marital status, age, ethnic and national origin, disability or gender





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reassignment.

## **Safer Recruitment**

Blackburn Rovers FC is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. The successful applicant will be required to undertake appropriate safeguarding checks as well as providing proof of right to work in the UK.

