

Sourcing Specialist - Analysis



Finance and Strategic Sourcing

Grade: 3

Departmental/Directorate overview

The Finance Directorate, led by the Chief Financial Officer and their leadership team, is made up of two distinct teams:

- Finance
- Strategic Sourcing

This role would be responsible for delivering core activity within the Strategic Sourcing Team.

The role

The Sourcing Specialist role is a trusted advisor to assigned internal stakeholders, supporting the Sourcing business Partners to provide early commercial and procurement advice and identify opportunities to create better value for Nest. The Sourcing Specialist – Analysis will support and deliver pipelines of below threshold procurement activities and collaborate with other colleagues across the organisation, ensuring procurement activity is delivered to meet business needs and is compliant with the relevant regulations.

Scope and deliverables

Accountability

- › Delivery of a variety of procurement activities in line with Nest's Procurement Policy and the Public Contract Regulations 2015 and the Public Procurement Act 2023
- › Managing the commercial procurement planner and the collective sourcing pipeline to ensure deadlines are met
- › Contract Variations & change control
- › Commercial/Contractual formalities - including drafting, issuing, and agreeing formal agreements
- › Internal and external stakeholder management
- › Provides commercial & procurement insights to Sourcing Business partners and identifies opportunities to create value for Nest.
- › Owning the procurement inbox and procurement ticketing help desk ensuring that all queries are actioned in a timely manner
- › Manage the savings and benefits tracker of procurement
- › Keep all team documentation around processes and policies including: process maps, communications plans, procurement policies and eLearning updated.

Deliverables

- › Provide procurement and contract management guidance and advice to internal stakeholders in accordance with Nest Policies, Public Contract Regulations 2015, and the Public Procurement Act 2023
- › Identify and assist internal stakeholders to determine opportunities, define technical specifications and propose solutions
- › Work with the Sourcing Business Partners to agree sourcing strategies and implement timely procurement to meet organisation requirements
- › Support end to end tender activities including drafting tender documentation, evaluation, supplier meetings, and agreement of contracts, through to contract award
- › Manage low value procurements within the required procurement legislation and internal policies and procedure
- › Have regard to Managing Public Money and maximising public benefit
- › Ensuring that all processes are followed by the team in a timely fashion
- › Provide accurate team information at meetings by taking minutes
- › Assist in the capturing and monitoring of key performance indicators against Service Level agreements of the function
- › Assist in preparing the quarterly report as a minimum and other reports as and when needed.
- › Keep a record of all savings and benefits afforded by the commercial procurement function
- › Ad hoc duties as required.

Relationships and autonomy

- Regular interaction with:
- General Counsel (Commercial Lawyers)
- People & Culture (Human Resources & Comms)
- Nest Insight (Nest's research department)
- Risk and Compliance
- Central Change
- Nest Invest
- Nest Experience
- Finance Team
- Strategy

Role requirements

Experience and technical skills

- › Good understanding of Managing Public Money, and compliance with PCR 2015, PA 2023 and legal and regulatory requirements
- › An understanding of the new Procurement Reforms processes and notices
- › Experience of working closely with internal stakeholders to understand the short- and long-term needs of the business
- › Experience of delivering cost efficiencies
- › Experience of using on-line tender portals
- › Experience of purchasing a range of goods and services
- › Good understanding of how contractual arrangements work at an operational level.
- › Experience in the public or finance sectors (desirable)
- › Advanced Excel, Word and PowerPoint
- › Experience of working with Purchase to Pay systems is advantageous

Personal attributes

- › Excellent stakeholder engagement and communication skills
- › Professional and client focused approach
- › Project management and planning skills
- › Desire to learn and develop skills/knowledge
- › Commercial acumen
- › Personal integrity
- › Results driven
- › Attention to detail and high level of accuracy
- › Analytical skills
- › Flexible and adaptable with the ability to re-prioritise

Working pattern

- Full time
- Nest Hybrid Working Policy is 1 to 2 days a week in the office

Grade Descriptor

Grade 3

Works to achieve operational targets with some direct impact on the results within the job area. Works independently, under limited supervision on moderately complex projects / assignments.