

## Finance and Strategic Sourcing

Grade: 2

### 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 Business Partner role is a trusted advisor to assigned internal stakeholders, collaborating with business areas to provide early commercial and procurement advice and identify opportunities to create better value for Nest. The Sourcing Business Partner will manage and deliver pipelines of procurement activities and collaborate with other business partners 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
- › Contract Variations & change control
- › Commercial/Contractual formalities - including drafting, issuing, and agreeing formal agreements
- › Internal and external stakeholder management
- › Provides commercial & procurement advice to business areas and identifies opportunities to create value for Nest.
- › Ownership of relevant procurement pipelines
- › Support and share knowledge with other business partners and the wider Strategic Sourcing Team.
- › May have line management responsibility for Strategic Sourcing Specialists.

## 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
- › Agree sourcing strategies and implement timely procurement to meet organisation requirements
- › Manage end to end tender activities including drafting tender documentation, evaluation, supplier meetings, and agreement of contracts, through to contract award
- › Manage all procurements within the required procurement legislation and internal policies and procedure
- › Have regard to Managing Public Money and maximising public benefit
- › Assist in the development procurement training materials and deliver training sessions as required
- › Manage the procurement pipeline to forecast business requirements and identify opportunities to create value for Nest,
- › Ensure value for money is achieved whilst complying with statutory requirements and guidance
- › Carry out credit and insurance policy checks, agree service levels and standard terms, and agree conditions of contract with General Counsel and Information Security teams
- › Undertake supplier and spend analysis
- › Management of commercial procurement risks
- › MI reporting
- › Any other ad hoc duties

## Relationships and autonomy

- Regular interaction with:
- Executive team members
- 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
- › Extensive experience of commercial Business Partnering, acting as a trusted partner, providing strong strategic support to internal stakeholders
- › 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 managing the full end to end procurement lifecycle including pre-market engagement, drafting tender and contractual documents and preparing evaluation workbooks and managing the evaluation process
- › Experience of managing complex, high value procurements including competitive procedures and proof of concepts
- › Experience of supporting commercial agreements in either the public or private sector and reviewing terms and conditions
- › Experience of using on-line tender portals
- › Experience of purchasing a range of goods and services
- › A good understanding of Social Value in procurements
- › Good understanding of how contractual arrangements work at an operational level.
- › Good knowledge of contract law and an ability to advise on contract and commercial aspects including those instances where a claim or conflict arises.
- › Experience in the public or finance sectors (desirable)

### 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 2

2M: Establishes operational plans with measurable contribution towards the achievement of results of the Function.

2T: Works to achieve operational targets with significant impact on the results of the Function. Works independently with limited supervision