Job Description – Birmingham 2022

Head of Procurement

<table>
<thead>
<tr>
<th>Job title</th>
<th>Head of Procurement</th>
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<tbody>
<tr>
<td>Department</td>
<td>Commercial</td>
</tr>
<tr>
<td>Position Type</td>
<td>Full-time</td>
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<td>Reports to</td>
<td>CFO</td>
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1. Job Purpose

In July 2022, Birmingham will host the XXII Commonwealth Games, the largest multi-sport event to be held in England in 10 years. Approximately 6,500 athletes and team officials from 71 nations and territories across the Commonwealth will come together in a 12-day celebration of sport and culture. Events will take place across Birmingham and the West Midlands, entertaining more than one million ticketed spectators and reaching a global broadcast audience of more than one billion.

Each of the signatories to the Host City Contract (HCC); the Commonwealth Games Federation (CGF), UK Government, Birmingham City Council and Commonwealth Games England (CGE) together with the Organising Committee (OC) have key roles in the planning and delivery of the 2022 Commonwealth Games, both individually and collectively.

The parties to the HCC have established Birmingham Organising Committee for the 2022 Commonwealth Games Ltd as the Organising Committee (‘OC’). The scope of the OC’s role is broad and complex and ranges from ensuring the physical readiness of the venues and temporary facilities, to the planning, coordination and delivery of more than 40 Functional Areas (FAs) (including Transport, Security, Logistics etc) to meet the needs of the Games and its client groups (including athletes and technical officials, spectators, press, broadcasters, Games Family) and stakeholders.

The OC and partners are committed to delivering the Games as efficiently and effectively as possible to ensure the event is sustainable and accessible to all in the long term. We are seeking individuals to join us who are innovative, commercially astute and have a genuine passion and interest in delivering the most sustainable, inclusive and accessible Commonwealth Games to date.

This role is responsible for the strategic development and coordination of the Commonwealth Games Birmingham 2022 procurement, rate card and contract management arrangements under the direction of the Chief Financial Officer to deliver procurement in a timely fashion to meet the Games timelines the Organising Committee.

2. Key Responsibilities and Accountabilities

Key responsibilities include:

- This role leads the development of strategies and manages all procurement to meet the delivery of the Games on time and to budget. It defines and implements the necessary policies and provides high-level advice on procurement and contract management. It ensures a high level of engagement and service is provided to the business through its support of procurement, rate card and contract management activities.
- Ensure card and contract management strategies for the Corporation consistent with its strategic direction and organisational requirements.
- Full operational and financial accountability for the Procurement, Rate Card and Contract Management functional areas.
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- Participate in project management of the sourcing and delivery of the various goods and services.
- Work in consultation with the CFO to draft strategy and drive outcomes with the Procurement and Contract Management teams.
- Coordinate and participate in the effective negotiation of high profile and complex deals for the procurement, rate card and contract management of goods and services across Birmingham 2022.
- Establish and maintain strategies and policies to allow Procurement and Contract Management to work with functional areas to enable them manage the relationships and contracts with suppliers to ensure reliability, quality, best value and operational outcomes for the Corporation.
- Balance the needs of multiple stakeholders across Birmingham 2022 and externally to deliver the best value commercial and operational outcomes for the Corporation, including consideration and maximisation of sponsorship opportunities.
- Maintain overall cost management of Procurement and Contract Management’s budgets.
- Ensure that proper financial controls are in place for a measured and responsible operational and workforce budget.
- Deliver the overall day-to-day operational procurement support.
- Maintain current knowledge of business and technical developments to provide a high level of consultative, expert and strategic advisory services.
- Define and implement detailed procurement, rate card and contract management strategies, policies, procedures and guidelines in accordance with relevant government standards whilst ensuring that corporate and business needs are met.
- Proactively encourage the team’s maintenance of management systems to track and coordinate procurement activities at project and functional level.
- Enhance stakeholder understanding of procurement, rate card and contract management policy and procedures.
- Communicate strategy, direction and a clear vision of success.
- Share ideas and information in a timely manner following management meetings and processes.
- Inspire and motivate the teams.
- Generate confidence within the teams and empower them.
- Focus on the continual improvement of each member and support the individual Managers through development and support, including the team as a whole.
- Delegate effectively and enable others to achieve.

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<th>Area</th>
<th>Critical</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>Qualifications</td>
<td>• Tertiary qualifications in procurement or a related discipline.</td>
<td>• A bachelor’s degree, tertiary education or equivalent in business, events, sport management, administration or a related field</td>
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<td>Skills and Abilities</td>
<td>• Minimum 10 years procurement management experience within a statutory authority, government environment or complex corporate environment.</td>
<td>• Proven experience of working in the sport and/ or event sector</td>
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<td>• Commercial understanding, particularly in considering the inter-relationships between sponsorship and procurement activities in a major sporting event context.</td>
<td>• Confident and outgoing</td>
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<td>• Industry experience is preferable in the end-to-end delivery of large-scale projects, such as construction or major events.</td>
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### Knowledge and Experience

- Understanding of and ability to work within a politically-sensitive environment with respect to the procurement, rate card and contract management of goods and services.
- Demonstrated experience in project planning that aligns to the organisational framework.
- Demonstrated experience in leading complex commercial arrangements negotiations with track record of delivering win-win outcomes.
- Experience in developing forward procurement plans, strategies and establishing procurement, rate card and contract management functions.

### Knowledge and Experience

- High computer proficiency with competency in all core Microsoft Office applications (Outlook, Word, Excel and PowerPoint)
- Exceptional organisational and project management skills with the ability to develop, administer and coordinate complex processes and projects in order to achieve strict deadlines and to meet defined outcomes.
- Strong interpersonal and communication skills, including experience negotiating deals with a range of diverse suppliers.
- Ability to learn quickly and to absorb new and complex information.

### Experience

- Experience within a similar role
- Experience in the sport and venues industry

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### 3b) Personal Qualities

#### Teamwork

- Embraces diversity and displays respect and loyalty to colleagues, the organisation and partners;
- Engages effectively, and is helpful and supportive towards others;
- Highly collaborative, taking the time to engage with team members;
- Reliable and committed to success of the team;
- Embraces change and is adaptable;
- Able to multitask and willing to take on additional roles and tasks;

#### Communication

- Natural communicator at all levels, approachable and knowledgeable;
- Open and transparent but also maintains trust and confidentiality;
- Prepared to challenge information and bureaucracy;
- Embraces and absorbs new information;
- Comes up with ideas and communicates these to others;

#### Commitment and results delivery

- Displays the highest levels of integrity and commitment with an ability to deliver excellent results;
- Plans ahead and manages time effectively;
- Deals with ambiguity, flexible and creative in approach to delivery;
- Resilient and positive through change and adapts positively;
- Takes accountability and ownership of tasks and problems;
- Tenacious and seeks to overcome obstacles and challenges;
- Meets milestones and is committed to achieving a positive result;
### 3b) Personal Qualities

| Uses initiative to resolve matters within control and understands when to pass on relevant issues or incidents; |
| Comes up with ideas and shares these with the team; |
| Follows rules and guidelines; |
| Provides quality work that is fit for purpose; |

### Motivation and drive

| Self-motivated and proud to be part of the experience; |
| Demonstrates enjoyment in their work; |
| Professional, polite and approachable manner; |
| Positive attitude and optimistic; |
| Resilient, calm and in control of emotions; |