



## Job description

Job title	Procurement and Contracts Manager
Department	Finance - Procurement
Contract	Fixed Term, 2 years
Salary	£43,145 plus £4,000 Market Premium Allowance
Hours	Full-time, 36 hours per week
Location	Millbank
Reporting to	Head of Procurement

## Background

Tate's vision is to serve as artistically adventurous and culturally inclusive art museums for the UK and the world. We deliver this through activities in our four galleries across the UK (Tate Liverpool, Tate St Ives, Tate Britain and Tate Modern), our digital platforms and collaborations with our national and international partners. At the heart of Tate is our collection of art, which includes the national collection of British art from the 16th century to the present day, and international modern and contemporary art from 1900 to the present day, spanning all continents. We seek to expand access to the collection and deepen understanding of art in all its diversity.

Tate is a leading global institution, and we influence critical thinking about art practice. Tate is committed to maintaining free entry for audiences to our collections. We see access to art for everyone as a universal human right and we see our galleries as sites of creative learning. We want to champion the importance of making art and encourage people to explore the many ways in which art is created and develop their own creative potential.

We want to welcome audiences that better reflect the towns and cities in our nation and attract a diverse international public. Our reach is already powerful. We intend to increase its impact across society, with art that resonates around the world.

Everyone who works at Tate has a role to play in achieving these goals. We offer exciting work built around our love for art, and have a strong commitment to equality, diversity and inclusion, with the aim to have our workforce and audience as diverse as the communities we serve. And everything we do is only possible thanks to our fantastic colleagues, who really know their stuff, support each other and want to do the best for our audiences.

We hope you will consider joining our team.

You can find further information about Tate on our website: [www.tate.org.uk](http://www.tate.org.uk).

### **About the role**

- You will support the vital work of Tate by using your proven ability and experience in public procurement to tender and manage key contracts and support the wider work of the Procurement team to build Tate's commercial focus.
- With the support of the team, you will also use your commercial awareness, stakeholder management and communication skills to develop and maintain a Tate-wide register of our most important contracts. You will then use this information to target specific contracts in order to make efficiencies.
- Using your proactive, professional, and approachable style, you will also prepare Tate for the adoption of the Procurement Bill 2023, by contributing to a revamped procurement policy and training programme.

### **About your team**

- The Procurement team works to ensure that Tate obtains best value for money in its purchasing activities and complies with its duties in line with the Public Contracts Regulations 2015, and the upcoming Procurement Act 2023.
- We provide advice on a wide range of topics to colleagues at every single level of the organisation, manages simple and complex tenders from concept to completion, creates and updates policy and procedure, develops and delivers training and manages many critical internal contracts – so we are a small but busy team!
- We do all of this in a friendly, approachable, and flexible manner that demonstrates Tate's values of being Open in our advice giving, Bold in taking decisions and being imaginative in our solutions, Rigorous in ensuring that we are legally compliant, but also in our dealings with suppliers and Kind by giving advice freely and bringing people along with us.

### **What you will gain**

You will gain a wealth of experience dealing with complex and demanding stakeholders, while procuring an incredibly varied range of goods and services. You will also attain a valuable understanding of procurement in the arts and cultural sector.

### **What you will do** (Main Duties and Responsibilities)

- Lead and manage the re-tender of several of Tate's most important contracts (Facilities Management, Cleaning, Security, and Minor Works), with full support from the Procurement team.
- Devise, implement and manage a Tate-wide contracts register, with support from the team and other Tate colleagues. This will provide a clear source of data and information about the most important contracts at Tate and allow all colleagues at Tate to share information.

- Using the contracts register and other data sources, monitor expenditure and contracting to identify areas that need your intervention e.g. re-tendering, negotiation, contract management.
- Drive and achieve 'Value for Money' in all procurement processes by working towards a challenging but achievable savings target, whether these are resource savings or cost savings.
- Provide advice to staff on specification drafting, tender writing and contractual forms, and review documentation for its suitability.
- Contribute to the development and implementation of Tate's procurement policies and procedures, with the new Procurement Bill and Tate's commitment to reducing carbon footprint in mind.
- Provide training to internal stakeholders on Procurement best practice.
- Help manage and coordinate Tate's expenses, procurement card and travel policies and procedures, with support from the team.
- Handle ad-hoc requests for support for tender exercises that may arise from time to time.
- Deputise for the Head of Procurement from time to time, at meetings with internal stakeholders and external stakeholders such as the Department for Culture, Media and Sport.

## **What you will bring to the team**

- An in-depth knowledge of Public Sector tendering and procurement, and interest in public procurement policy.
- MCIPS qualified or working towards and in the process of completing Level 6 – CIPS Professional Diploma in Procurement and Supply, or equivalent work experience.
- The ability to independently work to deadlines, in an environment where these are often determined by internal stakeholders, while managing your own time.
- An advanced level of commercial awareness which you will use to provide clear, concise and friendly advice to Tate colleagues.
- Extensive experience of tendering complex service requirements, and ideally recent experience of tendering facilities management contracts.
- Rigorous attention to detail.
- Excellent verbal and written communications, including an ability to distil complex topics into plain English.

- Able to build constructive working relationships with colleagues of all levels, with experience of selling the benefits of Procurement amongst a wide range of stakeholder viewpoints.
- A track record of understanding and mitigating the legal and financial risks relating to Procurement and Contracting, gained from recent experience.
- A proactive, problem-solving attitude, with an inclination to independently develop and propose new ideas that would benefit the team.
- An interest in and commitment to the work of Tate.
- Experience of creating an inclusive and respectful culture within a team and applying the principles of diversity and inclusion in building and maintaining relationships with colleagues and external stakeholders.

The requirements listed here are guidelines, not hard and fast rules. You don't have to satisfy every requirement and we welcome candidates who bring transferable skills. Applying gives you the opportunity to be considered.

## Tate for all

### Diversity and Inclusion

Our jobs are like our galleries, open to all.

Our aim is to become a truly inclusive organisation with a workforce and audience as diverse as the communities we serve. This is fundamental to Tate's future success and our ability to continue to contribute to culture and society in the UK.

We want our workforce to be more representative of all sections of society at all levels in the organisation. The range of perspectives and experience diversity brings is an asset to our organisation and we want to create an inclusive, welcoming environment for visitors, artists and all those who work at Tate. Tate expects all employees to contribute to this aim as part of their role. More information about diversity and inclusion at Tate can be found on our [website](#).

## Our Values

- **Open:** we're welcoming, generous-spirited and inquisitive, with an open-source attitude that thrives on collaboration.
- **Bold:** we have the courage of our convictions, we're willing to take imaginative risks: we aren't afraid of failure - so long as we learn from it.
- **Rigorous:** we'll win people's trust if we're accountable for our actions and excellence underpins everything we do.
- **Kind:** we value and respect each other, our partners, and our visitors, striving to make every encounter memorable and enriching.

## Benefits

- Birthdays off each year.
- XX days leave per year, rising to XX (pro rata for part time colleagues).
- A pension scheme with generous employer contributions.
- Life Assurance and Income Protection for DC scheme members.
- Interest-free Season Ticket Loan.
- Cycle to Work scheme – enabling you to buy a bike in a tax efficient way, for travelling to and from work.
- Rental deposit scheme – an interest free advance to help towards the cost of a deposit for privately rented accommodation.
- Subsidised staff catering arrangements and discounts in the Tate Restaurants and Cafes.
- Access to Tate Benefits which offers access to discounts in high street stores.
- Access to a 24/7 Employee Assistance Programme to support you with any work, personal or family issues. This includes telephone-based support, as well as comprehensive online resources.
- Free entry to paying exhibitions at Tate Galleries. Opportunities for family and friends to visit the major exhibitions out-of-hours.
- Discounts on items purchased in the Tate shops.
- Free access to a number of other galleries and museums throughout the UK on production of a valid staff pass.
- Free access to other galleries and museums abroad through the International Council of Museums (ICOM) membership.

## Safer Recruitment

Tate is committed to providing a safe environment for all those who work at Tate and all those who come into contact with Tate as visitors to the galleries, as participants in Tate activities, and online. The safe recruitment of all those who undertake work on behalf of Tate is the first step to ensuring that we are fulfilling this commitment.

All positions at Tate are offered subject to the following conditions:

- Receipt of satisfactory references covering the last 3 years of your employment or education.
- Health clearance
- A satisfactory Disclosure Check.
- Proof that you are legally entitled to work in the UK

You can find out more information about our pre-employment checks and what they mean for you in our 'Guidance Notes for Applicants' document.

## How to apply

Our opportunities are open for you to apply online. Please visit:

[www.tate.org.uk/about/workingattate/](http://www.tate.org.uk/about/workingattate/) to create an account by registering your details or, if you are an existing user, log into your account.

For all opportunities we ask candidates to complete an online application form for the vacancy they are interested in. If you need an application form in an alternative format please call us on 020 7887 4997. Once you have submitted your application you can keep track of its progress by logging into your account.

The closing date for the submission of completed application forms is Tuesday 2 April 2024 by midnight.

Where vacancies attract large volumes of applicants, we reserve the right to close this vacancy early. Therefore, if you are interested, please try to submit your application as early as possible.

