



Who we are

Xoserve is the Central Data Service Provider, that sits at the heart of Britain's complex gas market as a specialised contract management and assurance company. Xoserve maintains accountability for the delivery of the Data Services Contract for the industry, which is delivered by a key outsourced service provider.

We need people who are comfortable, and excited, about operating in the middle of a two-sided business model. We embrace modern technology and want people who are adept at weighing up the needs of our customers, on either side, taking pride in connecting them via seamless automated and digital processes.

The Role (12 month Fixed term contract)

This is a 12 month Fixed term contract position, the Procurement Lead will take responsibility for leading procurement activities and ensure adherence to sourcing strategy and Company Policy. The role will operate in accordance with Xoserve's framework agreements with its suppliers, and is responsible for managing contract processes for renewals, variations and other contract changes

This will involve leading the end-to-end public procurement process and the management of the Request for Information (RFI) and Request for Proposal (RFP) processes in order to secure a service provider / vendor.

The role holder will be a natural influencer with the ability to connect with all levels of the business, possess excellent communication skills both written and verbal, a self-starter with the ability to motivate others and with a practical, hands-on approach to procurement processes. They will be comfortable fulfilling the role of trusted advisor to the Senior Management Team and wider colleague population.

Role Accountabilities

- Build and leverage internal and external relationships to effectively create focused strategies
- Build cross-functional relationships
- Provide guidance and or assistance to build business case
- Manage the internal process to collate and co-ordinate the issue of the RFP, including drafting of the relevant procurement artefacts
- Develop, distribute and analyse RFI and RFP responses
- Lead and manage end to end RFI and RFP process using public procurement process, including but not limited to:
 - Managing responses
 - Managing vendors
 - Shortlisting
 - Scoring
 - Evaluations
 - Trials / Proof of concept
- Working to timescales to onboard new vendor on award
- Monitor contract renewals including engagement with internal stakeholders and suppliers to enable renewals to assess latest requirements and other options available ensure the appropriate variations to contracts are raised and reviewed in accordance with company policies.
- Provide reviews and subject matter expertise on the commercial aspects to the business requirements for goods and services in line with the Purchase Governance Policy including but not limited to confidentiality agreements and non-complex contract renewals and contracts.
- Carry out market research on related market status/new trends, potential suppliers and other commercial data across the entire category cycle and communicate/inform other team members and prepare papers/presentations for circulation to internal stakeholders when/if required.



Specialist/Technical Expertise

- Demonstrable experience in commercial contract terms of outsourcers and their impact on commercial risk and profitability.
- Track record in supply market analysis and selection of suppliers.
- with the ability to manage a procurement process as well as ad hoc requirements
- Strong communication and presentation skills
- Working and collaborating with working team
- Building strategy for new purchase
- Self-starter, able to work independently and take the initiative and accountability to deliver the requirements of the role.

Desirable

- Professional accreditation (such as CIPS), or willingness to work towards accreditation, would be considered advantageous

Xoserve is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, ancestry, place of origin, creed, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability. We promise that your opportunity for employment with us depends solely on your qualifications.

We offer a competitive starting salary of up to £45,000 - plus benefits, depending on experience. This is a 12 month Fixed term contract position.

If you are interested and consider you have the right skills and experience we are looking for, please email your CV, together with a covering letter explaining why you believe you are the right candidate to people@xoserve.com.

The closing date for applications is Monday 19th September 2022.