

## **Supply Chain Manager**

### **Job Description**

**Job Title: Supply Chain Manager**

**Reports to: Head of Service – Contracts and Funding**

**Salary: £30,600 to £35,700**

**Location: Home based**

#### **Purpose**

Working within the Compliance, Funding & Claims team, the post holder will be responsible for the day to day management of partner provider activity across a range of Learning & Skills partners, contracts and funding streams, and ensure compliance with Ixion and funding bodies contractual requirements. Provide support to Ixion subcontracted partners and associates enabling the former to meet quality, learner success rate and funding targets whilst meeting funding agency process and audit requirements; and Ixion to meet its contractual targets and successfully manage partner relationships. The role requires cross team working with Ixion Contract Managers, finance, and quality teams.

#### **Main Duties and Responsibilities**

1. To carry out regular monitoring and performance reviews of partner provider activity including reporting on their performance in relation to funding, learner starts, retention and achievement targets using the Ixion Supply Chain Management Framework and liaising with Ixion Management Information team to ensure the accuracy of partner provider data.
2. Working with the Commercial Team to support the activities related to the procurement of education and training services from prospective subcontracted partners.
3. To onboard new partner providers in line with the Supply Chain Management Framework and taking forward actions as a result of due diligence.
4. To support partner providers in developing appropriate systems and processes in line with contractual requirements for the delivery of courses and projects, including sustained improvement in learner's retention, achievement and progression.
5. To develop and monitor action plans for continuous improvement with partner

providers in line with the Supply Chain Management Framework, and liaise with the relevant contract managers, Operational Support Services and the operations team to ensure a coherent approach to quality assurance processes.

6. To liaise with sub- contractors and associates and co-ordinate and/or undertake visits to off-site locations, to confirm suitability of proposed delivery arrangements including learning environments, health and safety, staffing arrangements, safeguarding, liability insurance funding body requirements including compliance requirements for ESF match funding.
7. To support and undertake the collation of course proposals from subcontracted partners, including working with Operational Support Services setting up courses on PICS and establishing and maintaining a course file and identifying funding values.
8. To participate in data analysis of learner starts, withdrawal, transfer and achievement data and liaise with subcontracted partners' staff in order to query anomalies and arrange for corrected paperwork to be submitted as necessary.
9. To support the audit process of attendance registers, collate and analyse attendance data and compile reports and provide information for auditors in respect of subcontracted partner and associate provider provision.
10. To keep up to date with current government EFSA Funding rules in relation to subcontracted partner contracts.
11. Manage the tracking of all subcontracted partner and associate learners by ensuring the completion of Ixion tracking and monitoring reports and validating returned reports for correct learner data.
12. Supporting the Contract Manager, liaise with subcontracted partners and associates regarding performance against contracted targets and the tracking of learner progress and success contributing towards the overall performance of the contract.
13. To interpret funding reports and liaise with the Finance Team for all the payment processes and provide data returns and details of previous payments and amounts to be invoiced for subcontracted partners.
14. To work with finance team to ensure payments to subcontracted partners are consistent with contractual and funding rules including any year end accruals.
15. To identify when standards are not being met; engage & communicate effectively with subcontracted partners, operations team to resolve queries,
16. To liaise with Managing Information staff on a regular basis to ensure timely and accurate reporting and provide timely accurate reports/information to the operations contract manager and in relation to learner tracking, achievement and funding generated.

17. To assist in the quality assurance processes across Sub- Contractor provider delivery and including coordinating a schedule of spots checks, telephone and postal audits, to confirm the learner existence, eligibility and integrity of the documentation supplied by subcontracted partners.
18. To monitor and review administrative procedures and contribute to decisions made with regard to changes to improve systems, where necessary.
19. To be conversant with and use PICS and Onefile and other appropriate software available within Ixion.

## Other

1. To undertake any further training as identified in the Shaw Trust review procedures.
2. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.
3. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts of omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.
4. To understand, comply with and promote Shaw Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.
5. The Trust has a Diversity and Inclusion Policy and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
6. To maintain the confidentiality about clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times.
7. To maintain awareness of risk and to take personal responsibility for ensuring that the Trust is not unnecessarily exposed to risk. To report any issues or concerns relating to risk and the effectiveness of the Trust's risk management arrangements.
8. Be aware of, promote and implement Shaw Trust's Risk, Quality and Information Security Management Systems.
9. To report to line manager, or other appropriate person, in the event of awareness of bad practice.

10. Recycle and manage energy within your environment in line with Shaw Trust's Strategic aim to adopt green approaches and become carbon neutral.

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

<p><b>Person Specification</b></p> <p><b>Job Title: Supply Chain Manager</b></p> <p>(E=Essential D=Desirable)</p>
<p><b>SKILLS AND CORE COMPETENCIES</b></p>
<p><b>Technical competency (qualifications and training)</b></p> <ul style="list-style-type: none"> <li>• Supply chain and procurement qualification e.g. CIPS <b>(D)</b></li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Relevant experience of working in a similar role in training or college setting <b>(E)</b></li> <li>• Relevant experience of motivating and supporting subcontractors to achieve high levels of performance and compliance <b>(E)</b></li> <li>• A clear understanding of the contractual and performance management requirements of larger scale contracting including experience of supply chain selection, management and capacity building <b>(E)</b></li> <li>• Strong negotiation, communication and influencing skills <b>(E)</b></li> <li>• ICT proficiency including all major Microsoft applications <b>(E)</b></li> <li>• Experience of implementing quality assurance systems <b>(E)</b></li> <li>• Be able to demonstrate knowledge of funding rules and audit compliance requirements for learners in further education <b>(E)</b></li> <li>• Experience working within or with a wide range of partners, including public, private and voluntary sector agencies <b>(D)</b></li> <li>• Experience of delivering staff training/mentoring <b>(E)</b></li> </ul>
<p><b>Skills and Attributes</b></p> <ul style="list-style-type: none"> <li>• Experience of data collation and ability to analyse, interpret statistics, data and other information to produce reports <b>(E)</b></li> <li>• Able to communicate effectively in writing and verbally <b>(E)</b></li> <li>• Excellent letter and report writing skills and ability to present information in different formats <b>(E)</b></li> <li>• Be able to contribute and adapt to changes in working practices and policy as required <b>(E)</b></li> <li>• Be able to identify when standards are not being met and resolve queries <b>(E)</b></li> <li>• Be able to prioritise work and meet given deadlines <b>(E)</b></li> <li>• Be able to manage outcomes – organising self and supervising others to ensure the required work is delivered effectively <b>(E)</b></li> </ul>

**Personal qualities, communicating and relating to others**

- Be able to work flexibly as part of a team or independently **(E)**
- Must be willing to undertake promotional activities to assist other teams as required **(E)**
- Be able to work on own initiative and be pro-active **(E)**
- Have a commitment to the achievement of meeting audit requirements and quality assurance **(E)**

**Safeguarding**

- Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults **(E)**
- This post requires a Disclosure and Barring Service Check at a Basic level **(E)**
- Understanding of Safeguarding and PREVENT Legislation and its application within the educational sector **(E)**
- Commitment to Safeguarding and PREVENT promoting the welfare of children and vulnerable adults **(E)**

**Other**

- Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity and how to implement strategies **(E)**