



## About the National Church Institutions (NCIs)

The National Church Institutions comprises a wide variety of teams, professions and functions that support the mission and ministries of the Church of England in its vision to be a church, centred on Jesus Christ, for the whole nation - a church that is simpler, humbler, bolder.

### **We Include. You Belong.**

Our Belonging and Inclusion Strategy aims for everyone in the National Church Institutions (NCIs) to feel that they belong, and are valued for who they are and what they contribute. Together, our people contribute in different ways towards our common purpose, whichever NCI they work in and whatever their background.

Living out our values in all that we do, we:

- Strive for **Excellence**
- Show **Compassion**
- **Respect** others
- **Collaborate**
- Act with **Integrity**

We believe our commitment to belonging and inclusion fuels our progress and drives us forward. The NCIs are a safe, inclusive workplace for people of all backgrounds and walks of life. We welcome applications from people of all faiths and of no faith. We want to encourage applications from a diverse group of people who share our values. Even if you have never thought about working for us before, if you have the skills and experience we're looking for then we would like to hear from you.

## About the department

This role will sit within the Technology Services department, reporting to the Head of IT Portfolio. We are a busy and close-knit team, working with various NCI's to deliver their IT solutions and service, as well as project and programme delivery. The Vendor Manager will manage all IT suppliers, and others across the NCI's as needed, to improve synergies within teams and to provide a full picture of vendors within the organisation.

## What you'll be doing

A Vendor Manager is the link between our organisation and our suppliers. Duties include choosing vendors, maintaining supplier master data, signing for products or services and cultivating a positive working relationship with each off-site vendor, as well as with teams internal to the Organisation e.g. Procurement.

## MAIN DUTIES AND RESPONSIBILITIES

- Review and negotiate contracts with suppliers
- Plan for contract renewals up to a year in advance
- Assess the performance of vendors through meetings, setting KPIs and reporting
- Forward planning for upcoming requirements, as per the IT and overall Portfolio
- Ensuring vendor compliance with company standards, facilitating where needed to improve performance and adherence
- Set standards and process where needed
- Managing vendor billing and cross-charging
- Support with the practical experience of IT asset management
- Managing a small team
- Build strong relationships with Procurement and other Vendor managers within the organisation
- Work with Information Governance team to ensure appropriate Data Protection standards are met, both at contract stage but also ongoing to ensure processes continue to be robust
- Agree and maintain processes and standards for onboarding suppliers, ongoing management, and exit and decommissioning where needed
- Be a role model for high quality yet pragmatic vendor management

Your job description is intended to reflect your main tasks and areas of work, but is not exhaustive. Changes may occur over time and you will be expected to agree any reasonable changes to your job description that are commensurate with your banding and in line with the general nature of your post. You will be consulted about any changes to your job description before these are implemented.

## About You

The Church of England is for everyone and we want to reflect the diversity of the community the Church serves across the whole country. Therefore, while of course we welcome all applications from interested and suitably experienced people, we would particularly welcome applicants from UK Minoritised Ethnicities (UKME)/Global Majority Heritage (GMH) and other under-represented groups.

### Essential

#### *Knowledge/Experience*

- 5+ years' experience of vendor management in a commercial environment
- Good working knowledge of contract structure, data protection standards, negotiation approaches and supplier performance management

#### *Skills & Abilities:*

- Attention to detail, organised and able to plan
- Numerate, with strong Excel, Word and Powerpoint skills

- Comfortable in setting and adhering to frameworks, but with a pragmatic approach when needed
- Ability to manage a small team
- A good understanding and practical experience of IT asset management
- Self starter
- Tendency to collaborate with others, and influence where needed

**Desirable**

- A broad understanding of IT sourcing trends and their potential implications to the business
- Comfortable in addressing strategic vendor relationships and developing strategies that look to reduce overall cost or risk
- Other functional experience, particularly in IT, business strategy, business analysis or finance is an advantage

## Vacancy Summary

<b>JOB TITLE:</b>	<b>Vendor Manager</b>
<b>NCI ENTITY:</b>	Church of England Central Services
<b>DEPARTMENT:</b>	Technology Services
<b>GRADE:</b>	Band 4      Market Rate Salary
<b>SALARY:</b>	Circa £50,000
<b>WORKING HOURS:</b>	35
<b>PRIMARY OFFICE LOCATION:</b>	Church House, London
<b>HYBRID WORK ARRANGEMENTS:</b>	2 days per week in the office
<b>SUITABLE FOR FULL HOMEWORKING:</b>	<input type="checkbox"/>
<b>HOMEWORKING REQUIRED:</b>	<input type="checkbox"/>
<b>CONTRACT TYPE:</b>	Permanent
<b>IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL</b>	<input type="checkbox"/> Select level of DBS Check required
<b>IS A FAITH-BASED GOR APPLICABLE FOR THIS ROLE?</b>	<input type="checkbox"/>
<b>ORACLE POSITION CODE:</b>	TBC
<b>COST CODE:</b>	50151
<b>PARENT POSITION:</b>	Head of IT Portfolio