



Procurement Manager Job Description

Area	: Finance
Salary	: £45,311 – £54,084 per annum
Hours of Work (Full-time/Part-time)	: 37
Line Manager	: Head of Finance
Responsibility for	: Lead and influence to achieve the best value outcomes and to mitigate risks; : Act effectively as primary point of contact for the College procurement process; <i>and</i> : Ensure a robust documentation and audit trail is in place for all procurement projects.

Main Purpose of Job:

Responsibility for developing, implementing and overseeing the procurement process for the College, ensuring that it achieves value for money and is in line with its defined Financial Regulations, in order to ensure that the provision:

- Meets the needs of learners, employers and other stakeholders;
- Is of the highest possible quality in terms of learner outcomes and learner/employer satisfaction;
- Is effective, efficient and provides excellent value for money;
- Reflects the vision, mission, aims and values of the College;
- Is innovative, developmental and sector leading; *and*
- Promotes a culture of excellence and equality.

Key Duties and Responsibilities:

- (1) Lead and influence through partnership, ensuring the correct levels of participation and collaboration to achieve the best value outcome when key capital equipment spend projects and large one-off purchases are required.
- (2) Identify, build, and manage relationships through effective communication with all stakeholders, including external third parties, acting as the primary point of contact for the College procurement process.
- (3) Actively support the College through all steps of the procurement process to ensure best value for money is achieved and all risks are identified and mitigated.
- (4) Negotiate with suppliers to establish and, where appropriate, vary the contract, including changes to price, terms and conditions and service agreements.
- (5) Ensure all negotiated contract terms are documented and that they meet the requirements of the College financial regulations.
- (6) Ensure a robust documentation and audit trail is in place for all procurement projects in compliance with the College financial regulations.
- (7) Maintain an up-to-date contracts register for the College that will identify upcoming contract renewals.
- (8) Effectively utilise the procurement tools that are available to the College.
- (9) Provide excellent value for money and operate efficiently and effectively.
- (10) Reflect the vision, mission, aims and values of the College.

- (11) Operate with an innovative, developmental and sector-leading approach.
- (12) Promote a culture of excellence and equality.

Generic Duties and Responsibilities:

- (1) Promote a culture of innovation, excellence and equality.
- (2) Reflect the vision, mission and values of the College.
- (3) Manage all delegated resources and budgets flexibly and efficiently in accordance with allocation.
- (4) Contribute to the development of and ensure compliance with all College policies, procedures and agreements.
- (5) To actively contribute to the risk management of the College.
- (6) To positively promote and implement the College's strategies on equality, diversity, safeguarding.
- (7) Undertake appropriate staff development activities that support personal development and the changing needs of the College and its environment.
- (8) Be aware of, and responsive to, the changing nature of the College and adopt a flexible and proactive approach to work.
- (9) Undertake such other duties as may reasonably be required commensurate with this grade, at the initial agreed place of work or at other locations in the College catchment area.

This Job Description is current as the date shown. In consultation with the post-holder, it is liable to variation to reflect changes in the job.



Procurement Manager

Person Specification

Assessment Method					
Application Form	*Test	Interview and Presentation	Psychometric Testing	Qualification Certificates	References

*Test = Skills Test/Knowledge Test/Micro Teach/Presentation

Education and Qualifications					
<u>Essential</u>					
• GCSE Grade C (4/5) in English and Maths or equivalent	✓			✓	
• Bachelor's degree in a business-related field e.g. Business Management, Contract Management or Procurement	✓			✓	
<u>Desirable</u>					
• Member of the Chartered Institute of Procurement & Supply (CIP)	✓			✓	
• MBA in a relevant subject	✓			✓	
Skills and Experience					
<u>Essential</u>					
• Recent or relevant experience in a procurement role, preferably in a 3 rd sector organisation	✓		✓		✓
• Evidence of on-going professional development	✓		✓	✓	
• Experience of fostering and maintaining strong supplier relationships	✓		✓		✓
• Exceptional talent in negotiating and networking	✓		✓		✓
• Experience of using excel spreadsheets, with the ability to create formulae and produce reports	✓		✓		✓
• Excellent ICT/administration skills	✓		✓		✓
• High level of accuracy and attention to detail	✓		✓		✓
<u>Desirable</u>					
• Previous experience of working in an education environment	✓		✓		✓
• Advanced knowledge of Excel, using the Lookup and Pivot functions	✓		✓		
Personal Attributes					
<u>Essential</u>					
• Excellent inter-personal skills with ability to develop positive working relationships at all levels, both internally and externally	✓		✓		✓
• Emotional intelligence and self-awareness	✓		✓		✓
• The confidence to challenge existing practices, translate ideas into actions and to lead initiatives for new and efficient use of resources	✓		✓		✓

<ul style="list-style-type: none"> A flexible approach to working 	✓		✓			
Other requirements for employment/engagement						
<u>Essential</u>						
<ul style="list-style-type: none"> Enhanced DBS check 						

Updated: November 2023