

JOB DESCRIPTION

Post: Procurement Lead

Responsible To: Group Finance Director

Summary of Post: The postholder will work closely with the Group Finance Director to shape the medium-term plan for resources and priorities, while developing and delivering procurement strategies that support organisational goals and budget requirements. Key responsibilities include conducting market analysis to identify cost-saving opportunities, managing category strategies across major spend areas, and overseeing the full procurement lifecycle to ensure compliance with internal policies and regulatory standards. The role will also collaborate closely with Finance to support accurate budgeting, forecasting and cost-control activities.

Specific Duties:

1. Work in close partnership with the Group Finance Director to design and deliver a medium-term plan that sets the resources, priorities and strategic direction for the Procurement function.
2. Lead the development and implementation of procurement strategies that directly support organisational goals and meet agreed budget requirements.
3. Conduct detailed market analysis to identify, quantify and drive cost-saving and value-enhancing opportunities.
4. Develop and manage category strategies across key spend areas, ensuring efficient, sustainable and value-for-money sourcing.
5. Oversee the full end-to-end procurement lifecycle, maintaining rigorous compliance with internal policies and all relevant regulatory requirements.
6. Strengthen procurement policies, processes and procedures to help protect and advance the business

7. Collaborate closely with the Finance team to ensure effective budgeting, forecasting and ongoing cost-control across all procurement activity.
8. Review and negotiate contract terms, mitigating commercial exposure.
9. Support internal stakeholders with key supplier performance reviews to help build business capability

General Duties and Responsibilities:

1. To participate in the staff support & development scheme and to undertake training based on individual and service needs.
2. To take a lead in creating or to promote a positive, inclusive ethos that challenges discrimination and promotes equality and diversity.
3. To comply with legislative requirements and College policies and guidelines in respect to health & safety and data protection.
4. To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct.
5. To undertake continuing professional development to support our culture of continuous improvement.
6. To partake in quality assurance systems.
7. To meet minimum relevant occupational standards.
8. To keep up to date with the skills required to fulfil the role.
9. To undertake any other duties commensurate with grade as may be reasonably requested.
10. You will be responsible for protecting staff and learners from all preventable harm as per Safeguarding procedures.

Please note:

This job description is a guide to the work you will initially be required to undertake. It summarises the main aspects of the job but does not cover all the duties that the job holder may have to perform. It may be changed from time to time to meet changing circumstances.

It does not form part of your contract of employment and as your experience grows, you will be expected to broaden your tasks, suggest improvements, solve problems and enhance the effectiveness of the role.

	EMPLOYEE SPECIFICATION	Application	Interview	Shortlisting Weighting
Skills				
1.	Ability to work independently and collaboratively, with strong communication and interpersonal skills.	✓	✓	6
2.	Excellent organisational skills, with the ability to manage multiple priorities to tight deadlines and within budget in a fast-paced, changing environment.	✓	✓	6
3.	Attention to detail with the ability to identify issues, opportunities or risks in documents, processes and procedures.	✓	✓	6
4.	Customer focused attitude and approach, a people person who is able to forge strong productive partnerships with colleagues and external stakeholders.	✓	✓	4
5.	Maintains high standards in presentation of self and quality of work.	✓	✓	4
6.	Actively contribute to the College's Safeguarding and PREVENT practice, procedures, culture and ethos	✓	✓	6
Experience				
1.	Proven procurement experience and experience in strategic sourcing, contract negotiation and supplier management.	✓	✓	6
2.	Strong understanding of procurement legislation and best practices.	✓	✓	6
3.	Excellent negotiation, analytical and problem-solving skills.	✓	✓	6
4.	Experience of engaging and building relationships with key internal and external stakeholders	✓	✓	4
Education				
1.	Maths Level 2 (e.g. equivalent to GCSE grade C or above).	✓		4

2.	English Level 2 (e.g. equivalent to GCSE grade C or above).	✓		4
3.	CIPS Qualified	✓		6

Advice to candidates

This post is subject to an enhanced disclosure from the Disclosure and Barring Service.

In completing your application please draw attention to the extent to which you meet each of the criteria in the person specification marked as being assessed at application stage. Please use examples of where you have demonstrated the criteria with as much detail as possible to assist in the shortlisting process.

The shortlisting weighting indicates which criteria are the most important to the recruiting manager:

- 6** Minimum/critical - criteria which is essential for the role i.e. it would be extremely difficult for the person to carry out the role without already having these essential skills, experiences or qualifications.
- 4** Important - criteria that would be significant to the candidate being successful in the role. These may be skills, experiences or qualifications that have substantial meaning for the role but could be supported or taught on the job.
- 2** Other relevant - It would be great if the candidate had, but is not expected to be shortlisted.

Failure to meet all of the minimum/critical criteria would not necessarily preclude your application. Consideration will be given to experience and life skills. Continual Professional Development will be supported and encouraged.

Please be aware should we have a large number of applications for any of our roles we may complete the shortlisting of candidates based on the minimum/critical criteria only.