

JOIN OUR TEAM

Procurement Manager

Lead procurement in a university dedicated to the creative arts.

01 / WELCOME

A creative university. A role with influence.

Leeds Arts University is the only specialist arts university in the North of England. We have contributed to arts education for 180 years, building a national and international reputation through the achievements of our students and staff.

We are seeking a Procurement Manager to lead and develop procurement across the University. You will help colleagues make sound purchasing decisions, secure value for money and build effective supplier relationships.

YOUR CONTRIBUTION

Bring commercial expertise to decisions that support our financial sustainability, environmental objectives and strategic ambitions.

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02 / OUR UNIVERSITY

180 years of creative education



A specialist setting

Our community brings together creative learning and professional expertise. The work of colleagues across the University helps provide the environment in which students can develop their practice and ambitions.

This role connects that creative purpose with practical commercial decisions: responsible purchasing, robust procurement processes and effective stewardship of University resources.

Blenheim Walk photograph on cover and heritage collage: Leeds Arts University.

03 / THE OPPORTUNITY

Procurement Manager

Contract	Permanent
Working time	0.8 FTE
Salary	c £50,000 pro-rata, comprising substantive salary plus a market supplement.
Reporting to	Head of Financial Operations

The purpose of the role

Lead strategic and operational procurement activity, delivering value for money, effective supplier relationships and compliance with relevant procurement legislation, financial regulations and institutional policies.

From planning to performance

Lead projects from initial planning through to contract award and ongoing contract management. Provide expert advice, guidance and training to colleagues across the University.

The post holder must comply with the Financial Regulations and Procedures and maintain confidentiality of information at all times.

04 / JOB DESCRIPTION

Lead effective procurement

Strategy and improvement

Develop and implement procurement strategies supporting the University's strategic plan, financial sustainability objectives and operational priorities. Identify opportunities to improve efficiency, reduce costs and generate commercial benefits.

Tendering and negotiation

Manage and deliver tendering activities and contract negotiations, ensuring best value, quality and risk management. Plan, develop and manage projects from market engagement through to contract award and implementation.

Compliant procurement

Lead framework agreement call-offs, mini-competitions and formal tender processes. Ensure exercises comply with applicable public procurement legislation, sector guidance and University regulations.

Clear documentation

Develop specifications, evaluation criteria, tender documentation and award recommendations.

Contract performance

Maintain effective contract management arrangements to ensure supplier performance, compliance and value for money throughout the contract lifecycle. Manage renewals and support contract exit and transition arrangements where required.

Build capability. Maintain assurance.

Practical purchasing support

Facilitate effective purchasing processes for lower-value and lower-risk procurements. Promote procurement best practice and commercial awareness; develop and deliver training, guidance materials and workshops for staff.

Records and reporting

Maintain and monitor the contracts register and procurement records using the University's e-tendering and contract management systems. Ensure records are accurate, complete and available for audit and reporting. Support the Head of Financial Reporting and Financial Systems in collating data for Procurement Returns.

Sector collaboration

Build collaborative relationships with sector purchasing consortia and higher education procurement networks to maximise opportunities and efficiencies.

University responsibilities

Comply with relevant University policies and procedures, actively supporting equality, diversity and inclusion. Adhere to and monitor implementation of Health and Safety policies and procedures. Ensure course staff and students abide by the Health and Safety at Work Act 1974 and regulations and advisory codes published by statutory bodies. Perform University-wide designated duties regarding Health and Safety and security.

Scope of the role

Undertake other duties commensurate with the grade and responsibilities of the role, as directed by your line manager. This job description is a guide to the duties and may be reviewed on an ongoing basis.

05 / PERSON SPECIFICATION

What you will bring

Please demonstrate the following in your application. All criteria are assessed through the application form and interview.

Educated to a minimum of GCSE level, including English and Mathematics at grade C or above	**Essential**
Achieved or working towards MCIPS qualification or equivalent	**Essential**
Excellent communication skills, both verbal and written and experience of working in cooperation with key stakeholders	**Essential**
Good attention to detail, particularly when reviewing tender submissions and contracts	**Essential**
Proficient in Microsoft Office package	**Essential**
Substantial experience of delivering procurement tenders and contracts, and contract management	**Essential**
Strong organisational skills, with an ability to work quickly and accurately both within a team and on own initiative	**Essential**
Good working knowledge of support software packages, such as Delta e-Tendering software	**Desirable**
Strong analytical skills and proven problem solving skills	**Essential**
Experience of working successfully to strict deadlines	**Essential**
Extensive knowledge of public sector procurement legislation and regulations, and of procurement financial procedures and policies	**Essential**

06 / WORKING WITH US

Support to develop. Space to contribute.

Our staff are integral to the University’s success. We offer development opportunities alongside a range of benefits for business support colleagues.

Annual leave

26 days per year, plus eight statutory holidays, pro rata. Additional leave is available for long service.

Pension

Access to the West Yorkshire Pension Fund for business support staff.

Development

An in-house staff development programme and support for external training.

Travel

Discounted regional travel through the annual West Yorkshire Metro Card scheme.

Wellbeing

An employee assistance programme offering wellbeing resources, a 24-hour helpline and counselling.

Everyday savings

Lifestyle discounts and access to a Cycle to Work scheme.

Benefits are subject to eligibility and scheme terms. Current details are available on the University’s jobs page.

07 / YOUR APPLICATION

Make your next move

Apply through the University’s vacancy website and use your application to show how you meet the essential criteria in this pack. CVs will not be accepted for this position.

RECRUITMENT TIMETABLE

Closing date: Sunday 13th December 2026 at 11:59pm

Interview date: Wednesday 23rd December 2026 · in person

Safeguarding

Leeds Arts University is committed to safeguarding and promoting the wellbeing of all learners and expects staff to share this commitment. This role may involve working at our Further Education site; the successful candidate will be subject to an Enhanced DBS check.

Equality of opportunity

All appointments will be made on merit. As an equal opportunities employer, we welcome applications from all suitably qualified people. To help create a diverse team, we particularly encourage applications from groups under-represented at this level, in this case Black, Asian and Minority Ethnic applicants.

EXPLORE VACANCIES AND APPLY

leeds-art.ac.uk/about-us/jobs