



Job Description

Post Title: Procurement Manager

Reporting to: Head of Financial Operations

Main Purpose of the Job:

The Procurement Manager is responsible for leading and developing strategic and operational procurement activity across the University, ensuring the delivery of value for money, effective supplier relationships, and compliance with relevant procurement legislation, financial regulations and institutional policies.

The Procurement Manager will lead procurement projects from planning through to contract award and ongoing contract management, providing expert advice and guidance to colleagues across the University.

The role will contribute to the University's financial sustainability, environmental objectives and strategic ambitions by ensuring robust commercial decision-making and responsible procurement practices. They are also responsible for providing procurement advice, guidance and training on procurement matters to staff across the University.

The post holder will comply with the Financial Regulations and Procedures and ensure that the confidentiality of information is maintained at all times

Main Responsibilities:

1. Develop and implement procurement strategies that support the University's strategic plan, financial sustainability objectives and operational priorities.
2. Manage and deliver the University's tendering activities and contract negotiations ensuring best value, quality and risk management and identify opportunities to improve procurement efficiency, reduce costs and generate commercial benefits.
3. Plan, develop and manage procurement projects from market engagement through to contract award and implementation. Lead framework agreement call-offs, mini-competitions and formal tender processes. Ensure procurement exercises are conducted in accordance with applicable public procurement legislation, sector guidance and University regulations.
4. Develop procurement documentation including specifications, evaluation criteria, tender documentation and award recommendations.

5. Maintain effective contract management arrangements to ensure supplier performance, compliance and value for money throughout the contract lifecycle.
6. Manage contract renewals and support contract exit and transition arrangements where required.
7. Facilitate effective purchasing processes for lower-value and lower-risk procurements.
8. Promote procurement best practice and commercial awareness across the institution and develop and deliver procurement training, guidance materials and workshops for staff.
9. Maintain and monitor the University's contracts register and procurement records using the University's e-tendering and contract management systems. Ensure procurement records are accurate, complete and available for audit and reporting purposes.
10. Support the Head of Financial Reporting and Financial Systems in collating data required for Procurement Returns.
11. Build collaborative relationships with sector purchasing consortia and other higher education procurement networks to maximise opportunities and efficiencies.

Other

1. Comply with all relevant University policies and procedures, and in particular, actively support and promote the University's equality, diversity and inclusion policies and their implementation.
2. Adhere to and monitor implementation the University's Health and Safety policies and procedures. Ensure that course staff and students abide by the requirements of the Health and Safety at Work Act 1974 and all regulations and advisory codes of practice published by statutory bodies. To perform any University wide designated duties with regard to Health and Safety and the security of the University.
3. Undertake any other duties commensurate with the grade and responsibilities of this role, as directed by your line manager.

Please ensure you have and can demonstrate the following in your application

Criteria	Essential or Desirable	Methods of assessment
Qualifications		
Educated to a minimum of GCSE level, including English and Mathematics at grade C or above	Essential	Application form / Interview

Criteria	Essential or Desirable	Methods of assessment
Achieved or working towards MCIPS qualification or equivalent	Essential	Application form / Interview
Skills/Knowledge		
Excellent communication skills, both verbal and written and experience of working in cooperation with key stakeholders	Essential	Application form / Interview
Good attention to detail, particularly when reviewing tender submissions and contracts	Essential	Application form/Interview
Proficient in Microsoft Office package	Essential	Application form / Interview
Experience		
Substantial experience of delivering procurement tenders and contracts, and contract management	Essential	Application form / Interview
Strong organisational skills, with an ability to work quickly and accurately both within a team and on own initiative	Essential	Application form / Interview
Good working knowledge of support software packages, such as Delta e-Tendering software	Desirable	Application form/ Interview
Strong analytical skills and proven problem solving skills	Essential	Application form/Interview
Experience of working successfully to strict deadlines	Essential	Application form / Interview
Extensive knowledge of public sector procurement legislation and regulations, and of procurement financial procedures and policies	Essential	Application form / Interview

This job description serves as a guide to the duties of the role and may be reviewed on an ongoing basis.