



Job Title: Procurement Manager Reporting to: Head of Procurement Grade: 10/11		
CRITERIA	ESSENTIAL	DESIRABLE
Experience and Qualifications	Experience of Supporting Procurement Activities: Demonstrated experience in supporting a range of procurement activities, including drafting all associated tender/contract documentation to effectively manage commercial risks. Knowledge of Public Contract Regulations: Good level of knowledge and understanding of the Public Contract Regulations 2015 and the subsequent Procurement Act 2023, particularly as they pertain to educational procurement. Experience in Procurement Process: Experience in assisting the drafting of specifications, preparation and issue of tender documents, evaluation of proposals, contract award, and administration. Understanding of Public Sector Procurement Issues: Awareness of local government/public sector procurement, including competitive tendering requirements, achievement of	Educational Background: A degree and/or professional qualification relevant to the post. Professional Certification: Chartered Institute of Procurement and Supply Level 4 (CIPS) or equivalent.

	best value, and the role of procurement in the delivery of best value and efficiency. Stakeholder Engagement: Experience in providing procurement advice and influencing stakeholders at all levels. Data Analysis Skills: Experience in analysing spend (across multiple sites), markets, supplier trends, and capabilities. Knowledge of Procurement Metrics: Good knowledge of procurement metrics and systems with proven ability to set, monitor, and achieve KPIs. Contract Management: Experience in assisting with contract management, improvements, and innovation. GCSE/Level 2 Maths and English Qualifications	
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Skills	Communication Skills: Excellent literacy, numeracy, communication, and presentation skills. Negotiation Skills: Proven negotiation skills, particularly in complex procurement environments. Ability to Work Under Pressure: Capable of working under pressure with accuracy, independently, and using one's own initiative.	
Personal Qualities	Commercial Acumen: A commercially astute, articulate, and technically strong negotiator with the ability to think strategically. Team Player: A collaborative team player with robust communication skills and a focused approach to embedding commercial practices while upholding the organisation's vision and values. Integrity: High integrity with an ethically sound approach to building relationships. Risk Management: A mature and balanced approach to assessing and managing risk. Emotional Intelligence: High emotional resilience and intelligence to drive significant change sensitively.	

	Prioritisation: Plans and prioritises work to meet commitments aligned with organisational goals. For example, outlines clear plans that put actions in a logical sequence; conveys some time frames. Aligns own work with relevant workgroups. Take some steps to reduce bottlenecks and speed up the work.	
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POLICIES AND EXPECTED STANDARDS The post holder must meet all safeguarding requirements, including an enhanced DBS check and Safer Recruitment training. They must adhere to the Trust's Code of Conduct and all professional standards at all times.