

Job Description for the Post of Procurement Specialist

Job Purpose:

To carry out duties within the Procurement Team, providing commercial and analytical support to ensure the smooth and efficient running of the Team. Contribute towards effective delivery of the Procurement Strategy. Particular focus on supplier relationship management and compliance reporting as well as the Team's internal processes. Assistance in delivering a high-quality, value-added procurement service.

Functional Links

The post holder will liaise with College and School staff; suppliers and public sector buying organisations and other Trusts and maintain the highest standards of the Trust.

Reporting Relationships

The Procurement Specialist will report to the Procurement & Contracts Manager (Core Categories). The Procurement Specialist will also have regular meetings with the Head of Procurement.

Key Responsibilities:

Procurement Specialist

1. Manage supplier relationships by supporting the implementation of SLAs and KPIs by holding and scheduling face to face review meetings on a regular basis.
2. Leading regular governance review meetings with strategic suppliers to review supplier performance against contract, including SLA performance, cost reductions, continuous improvement opportunities and quality of service.
3. To be responsible for ensuring supplier invoice queries are kept to a minimum by meeting and discussing issues with suppliers regularly for future resolution.
4. To effectively report on and drive supplier database reduction for better value for money and compliance across the estate.
5. Manage and lead on end-to-end above and below Threshold RFQ's, Tenders and Benchmarking exercises from understanding the need to evaluation and outcome reporting. Manage the spend across these contracts via the e-tendering platform to advise the team of change notices that may be required.
6. Issue and be aware of the relevant and compliant notices via the e-tendering portal in line with the Procurement Act 2023 – must possess detailed working knowledge of the PA23.
7. To work with the Procurement & Contracts Managers to co-ordinate market engagement events and market research activities.
8. To support the Procurement & Contracts Manager with reporting and data analysis to share pipelines and identify potential cost savings opportunities and trends.
9. To proactively utilise the contract management system to report on missing and redundant information. Liaising with internal stakeholders where necessary.
10. Responsible for purchase order scheduling and placement for all core categories.
11. Ownership of the utilities category driving positive changes leading to better efficiency, compliance and cost effectiveness.

Other duties

12. To work both as part of a team or to work independently taking ownership of assignments.
13. Prioritise workload to achieve own and team goals
14. To maintain information in a confidential, accurate and coherent manner
15. To demonstrate a commitment to safeguarding children and vulnerable adults
16. To carry out all duties in accordance with OHCAT policies
17. To carry out other such similar duties that may be reasonably required.

Additional notes

- Job Descriptions are to be reviewed annually
- The responsibilities listed above are the essentials of the post; it is always open to the postholder to propose ways of extending these responsibilities

Person Specification for the Post of Procurement Specialist

The Person Specification shows the abilities and skills you will need to carry out the duties in the Job Description. Shortlisting is carried out based on how well you meet the requirements of the Person Specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your Application Form. If you are selected for interview, you may be asked also to undertake practical tests to cover the skills and abilities shown below.

Area	Requirements	Essential/Desirable
Qualifications	Chartered Institute of Procurement & Supply (CIPS) qualification or working towards full membership	Essential
	Evidence of continued professional development in procurement, commercial or contract management fields	Essential
	Degree-level education (or equivalent experience) in a relevant discipline (e.g., Business, Procurement, Supply Chain)	Desirable
	Training or certification in contract management, supplier management, or category management	Desirable
Experience	Clearly demonstrated experience leading supplier relationship management	Essential
	Experience managing end-to-end RFQs, tenders and benchmarking exercises (above and below threshold)	Essential
	Experience using e-tendering and contract management platforms	Essential
	Experience producing procurement-related reports, data analysis, and compliance dashboards	Essential
	Experience working across multiple stakeholders, internal and external, in a complex organisation	Essential
	Experience in utilities category management	Desirable
	Experience in the public sector or an organisation governed by public procurement legislation	Desirable
	Experience of coordinating supplier governance/ review meetings	Desirable
Knowledge & Understanding	Detailed working knowledge of the Procurement Act 2023 (PA23) and compliant procurement processes	Essential

	Understanding of supplier governance, SRM frameworks, KPIs and performance monitoring	Essential
	Strong understanding of value-for-money principles, commercial risk, and compliance	Essential
	Knowledge of market engagement and market research techniques	Essential
	Understanding of contract variation, change control and contract lifecycle management	Essential
	Awareness of public sector buying organisations and collaborative procurement frameworks	Desirable
	Knowledge of utilities markets and cost-efficiency strategies	Desirable
Skills & Abilities	Strong analytical ability with confidence in interpreting, evaluating and presenting data	Essential
	Ability to manage competing priorities and meet deadlines (independently and as part of a team)	Essential
	Excellent relationship-building and stakeholder-engagement skills	Essential
	Ability to conduct supplier performance reviews and lead governance meetings	Essential
	Competence with digital procurement tools, e-tendering platforms, and contract management systems	Essential
	Excellent written and verbal communication skills, including report writing	Essential
	Strong attention to detail, accuracy, and information management	Essential
	Ability to identify and drive cost savings, efficiencies, and process improvements	Essential
	Advanced Excel/data analysis or business intelligence tool skills	Desirable
Personal Attributes	Genuine interest in procurement as a long-term career	Essential
	Reliable, conscientious, and proactive in ownership of work	Essential
	Flexible, adaptable, and willing to adjust to changing priorities	Essential
	Professional, courteous, and able to represent the Trust's values	Essential
	Confident when engaging with suppliers and senior internal stakeholders	Essential
	Commitment to safeguarding children and vulnerable adults	Essential
	Commitment to continuous improvement and high-quality service delivery	Essential
	Innovative mindset with a desire to contribute ideas and enhance team processes	Desirable

Orchard Hill College & Academy Trust is proud to be a Disability Confident Employer, committed to creating an inclusive and supportive workplace for all.

Orchard Hill College & Academy Trust endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This **Job Description** and **Person Specification** is current but will be reviewed on an annual basis and following consultation with you, may be changed to reflect or anticipate changes in job requirements which are commensurate with the job title and grade in line with the school's changing needs.

In line with the statutory guidance in Keeping Children Safe in Education, the Trust reserves the right to request and review references **prior to interview** as part of our safer recruitment process. Any concerns raised will be followed up with the applicant before a recruitment decision is made.