



Gloucestershire College is advertising this role on behalf of Gloucestershire Professional Services (GPS).

About the Role – Employment Details

Post Number	A118
Job Title	Procurement and Contracts Manager
Salary	£37,266.65 per annum (pro rata'd depending on hours)
Contract Type	37 Hours per week, 52 weeks per year, Permanent
Campus	Gloucester Campus
Department	Finance
Reporting To	Financial Controller
Holiday	32 days' annual leave, increasing to 37 days after 5 years', plus an additional 3 days during Christmas closure

About the Role – Meet the Team

Gloucestershire Professional Services (GPS) is recruiting a Procurement and Contracts Officer to join the Finance team based at Gloucestershire College.

The purpose of this role is to support the Financial Controller in managing procurement activities and to help drive efficient and effective contract management across the organisation. The role offers a unique blend of responsibility, autonomy and growth potential for individuals who thrive in a dynamic and innovative environment.

About the Role – Duties and Responsibilities

- To help design and implement the College's procurement strategies, assisting internal customers and external suppliers, covering areas such as:
 - Value For Money
 - Quotations
 - Spend analysis
 - Social value
 - Innovation
 - Contract management
 - Tendering
 - Framework agreements and dynamic purchasing systems.
- Manage the end-to-end procurement of contracts within regulatory and wider statutory obligations.
- Be responsible for maintaining up to date knowledge of Public Contracts Regulations and other associated legislation and best practice and incorporate them into working practices.
- Be responsible for managing the process for the sourcing, varying, and renewing contracts.





- Lead procurement contract management, support contract negotiations and ensure performance delivery and value for money to support the commercial priorities and needs of the College.
- Line Management of Procurement Admin team
- Responsible for the procurement of academic teaching consumables and equipment, ensuring cost-effectiveness, timely delivery, and compliance with College policies and procedures
- Develop relationships with key stakeholders across the business.
- To carry out all duties in a manner that engenders an attitude of professional cooperation.
- To provide assistance with internal and external audits.
- To undertake ad hoc investigative projects as specified by the Financial Controller.

About the College – Our Expectations

- Take an active part in Professional Development Conversations (PDC)
- Engage with all relevant Health & Safety regulations and assist the College in the implementation of its own Health & Safety Policy
- Actively promote the College's Equality and Diversity Policy
- Actively promote the College's Safeguarding Policy and Practices
- Support the College's sustainability policies and recognise the shared responsibility of carrying out duties in a resource efficient way
- Participate in enrolment
- Participate constructively in college activities and to adopt a flexible approach to your work.
- Undertake a first-aid qualification and participate in the first aid rota, as required.
- Undertake any other relevant duties as specified by your line manager commensurate with the level of this post

About the You

Our Shortlisting Criteria

Essential	<ul style="list-style-type: none"> - Experience of working with and advising senior stakeholders - Experience of managing supplier or external partner relationships - Good working knowledge of Microsoft Office, in particular MS Excel - Proven literacy and numeracy skills - Evidence of a proactive, self-motivated approach to work.
Desirable	<ul style="list-style-type: none"> - Experience of end-to-end procurement or purchasing processes - Experience of contract management. - Understanding of public procurement regulations - Experience in further education, public service, or a regulated environment. - Experience of running tenders or commercial negotiations. - CIPS qualified (or similar), studying towards or willingness to undertake training





The Perfect Person for us will demonstrate

Abilities	<ul style="list-style-type: none">- Strong interpersonal skills so able to build and maintain relationships within different levels of the company and its suppliers.- Good organisational and time management skills so will be able to work to challenging deadlines.- Ability to work as part of a team.- Ability to lead and motivate others.- Excellent attention to detail.- People management skills including managing change through others.
Job Circumstances	<ul style="list-style-type: none">- Able to travel between college sites (if required)- Undertake any training required for the role- Hold an Enhanced DBS check or be willing to undertake a check.- This job description outlines the main duties at the time it was written. Tasks may change, but the role's overall nature and responsibility remain the same. These changes are normal and don't justify a change in the post's grading.

