

Central Services

PERSON SPECIFICATION

JOB TITLE	Procurement and Contracts Manager	GRADE	11
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ATTRIBUTES	DESCRIPTION	ESSENTIAL / DESIRABLE	ASSESSED
Qualifications	Relevant level 6/7 qualification or equivalent experience in procurement, finance, or business.	Desirable	Application
	Professional qualification (or working towards), such as: CIPS (Chartered Institute of Procurement & Supply)	Essential	Application
Knowledge and Experience	Significant experience in procurement within a public sector or regulated environment.	Essential	Application / Interview
	Demonstrable experience of running compliant tenders under PCR 2023.	Desirable	Application / Interview
	Experience in contract management and supplier performance management.	Essential	Application / Interview
	Experience in the education sector or multi-site organisation (desirable).	Desirable	Application / Interview
	Strong understanding of: - Procurement Act 2023 - ESFA Academies Financial Handbook - Framework agreements and dynamic purchasing systems	Desirable	Application / Interview
	Knowledge of procurement best practice and governance.	Essential	Application / Interview
Skills and Abilities	Excellent commercial awareness and negotiation skills.	Essential	Interview
	Strong analytical and financial evaluation skills.	Essential	Interview

	Ability to manage multiple projects across a dispersed organisation. Excellent communication and stakeholder management skills. High attention to detail and compliance focus.	Essential Essential Essential	Application / Interview Interview Interview
Personal Qualities	Ethical, transparent, and accountable. Proactive and solutions focused. Able to influence and challenge constructively. Committed to delivering value for money in education.	Essential Essential Essential	Interview Application / Interview Application / Interview
Key Performance Indicators (KPIs)	% of procurement activity compliant with Procurement Act 2023 and Trust policies Quantifiable cost savings and cost avoidance Contract performance and supplier KPI achievement Audit outcomes (internal and DfE) Stakeholder satisfaction		Application / Interview Application / Interview Application / Interview Application / Interview

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Notwithstanding the detail in this job description, the jobholder will undertake such work as may be determined as necessary by the Trust.