

Job Description: Procurement and Contracts Manager

Responsible to:	Operations Director
Job Type:	Permanent, Part-Time
Grade:	10
Hours per week:	37 hours
Working weeks:	Term Time +4 (42 weeks)
Location:	Cambrian Learning Trust, Central Office
Disclosure level:	Enhanced DBS
Date last reviewed:	03/06/2024

Summary

Under the guidance of the Operations Director this role will be responsible for the ongoing procurement programme within Cambrian Learning Trust. The postholder will ensure corporate projects (such as corporate Catering contracts which, over the list of the contract, can be worth £5M+) are delivered with integrity and sustainability to the Trust and that schools are brought into the decision-making process.

The postholder will work with schools to ensure the Trust operates good financial and procurement governance in line with requirements of the Public Contracts Regulations 2015, the Academy Trust Handbook, the CLT Procurement Policy and other relevant internal and external policies and legislation.

The postholder will be responsible for ongoing contract management, monitoring effective contract delivery through appropriate KPIs and strong relationship management.

Main Responsibilities

Procurement Projects

- Develop and maintain a programme of corporately required procurements, monitoring expenditure across the Trust to ensure it is compliant programme and monitoring budget expenditure.
- Perform all procurement activities including pre-qualification, negotiating supplier agreements, preparation of contracts and tender management.
- Responsibility for monitoring risks to the Procurement programme, feeding into the Trust's strategic risk register as appropriate.
- Responsible for maintaining the corporate policy on Procurement, ensuring it remains up to date with legislation.
- Report to the Operations Director on the progress of the corporate programme.

Monitoring Contracts and Suppliers

- Plan and monitor the mobilisation of newly awarded contracts.
- Monitoring the effectiveness of existing contracts through strong supplier relationships, establishing, monitoring and reporting against KPIs.
- Manage contract/delivery issues where they arise, ensuring continuity of service throughout.
- Manage any variations to contracts.
- Work with schools to maintain the corporate contracts register and to keep under review the top suppliers and contracts of the Trust and schools.
- Directly manage the contract for the contract register software.
- Supporting due diligence checks on potential and existing suppliers.
- Working with schools to maintain the General and Preferred Supplier Lists.
- Provide reports to the Operations Director on the monitoring and evaluation of effective contracts across the Trust, including escalating risks as appropriate.

General Duties

- At all times act in accordance with agreed local and national policies and procedures.
- Contribute to the overall ethos/work/aims of Cambrian Learning Trust.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Follow the Trust's Health and Safety rules and procedures and adhere to safeguarding principles.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Cambrian Learning Trust is committed to safeguarding and promoting the welfare of all children and preventing extremism. We expect all staff and volunteers to share in this commitment. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service (DBS) Enhanced Check. Shortlisted candidates will be subject to online searches for publicly available information.

Cambrian Learning Trust is an equal opportunities employer, and we welcome applications from a range of backgrounds to represent diversity in line with our schools' community.

Personal Specification

The following details criteria required for this role.

Qualifications, Education and Training	<ul style="list-style-type: none"> MCIPS (Member Chartered Institute of Purchasing and Supply) – desirable CIPS (Chartered Institute of Purchasing and Supply) Level 3 Diploma – desirable Project/Change Management qualification or experience. NVQ 4 or degree equivalent qualification or equivalent in relevant discipline.
Experience	<ul style="list-style-type: none"> Demonstrable experience of leading and delivering change projects and programmes that delivered service improvement, increased efficiencies and cultural change. Experience working in the education sector/an understanding of the governance framework of multi-academy trusts is desirable Experience of working with computerised financial and management information systems. Experience in a purchasing management role.
Knowledge	<ul style="list-style-type: none"> Knowledge and understanding of procurement and contract management legislation (including Public Procurement Frameworks)
Skills and Abilities	<ul style="list-style-type: none"> Ability to analyse and interpret complex data information, assess the implications and identify corrective action. Ability to work constructively as part of a team. Good organising, planning and prioritising. Strong, confident negotiator with the ability to negotiate at all levels. Strong communication, interpersonal and influencing skills. Methodical with a good attention to detail. Ability to build and sustain relationships with managers and stakeholders across the Trust. Professional and respectful approach which demonstrates support and shows mutual respect. Demonstrates active listening skills. Proactive, takes responsibility and accountability.