



Job Description

Procurement Manager

Purpose	<p>The Procurement Manager will support delivery of the end-to-end procurement process for the Trust's day-to-day goods and service needs and assist in the development and delivery of the Trust's Procurement Strategy.</p> <p>The post holder will be responsible for co-ordinating and managing the Wessex Learning Trusts purchasing arrangements including securing and adhering to financial procedures, providing professional advice to spending on a range of purchasing matters and maximising efficient use of the Trusts funds through the promotion and development of central purchasing.</p>
Reporting to	Trust Director of Operations
Salary	Grade 10 Points 26 – 31 (£34,834 - £39,186)

Key Responsibilities	<ul style="list-style-type: none"> • Work closely with budget holders to provide support and guidance on the Trust's procurement procedures, advice on suppliers and ensure Trust financial regulations regarding purchasing are adhered to. • Work with central team and school teams to understand levels of demand for services and products in order to forecast demand. • Source materials, goods, and services for all areas of the Trust and schools, negotiating best value and ensuring most cost-effective contracts are delivered whilst monitoring the quality of service provided. • Co-ordinate all Trust spending to ensure effective value for money. • Liaise with Trust Estates Manager, school operations and site personnel and stakeholders regarding purchase of furniture/equipment of new builds and internal works. • Process and review Trust purchase orders ensuring compliance with financial procedures. • Evaluate quotes, raise purchase orders and co-ordinate delivery. • Ensure the security and sustainability of sources of essential products and services. • Maintain accurate and up to date registers of grant spends commitments cross-referenced to purchase orders. • Assist the Trust Finance Manager in tabulating & submitting returns to appropriate grant funders. • Develop and support the implementation of the Trust's procurement strategy in line with the Trust's Financial Regulations, UK legislation and current best practice. • Analyse financial data producing statistics to identify areas where improvements in efficiency and cost savings can be achieved.
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Additional Responsibilities	<ul style="list-style-type: none"> • Actively promote the procurement function of the Trust. • Have an up-to-date knowledge of related procurement legislation including EU regulations for public procurement. • Keep up to date with trends and innovations, regulation and new technology that can impact the Trust. • Establish and develop good relationships with internal Trust colleagues and external associates to share knowledge and develop good practice. • Develop and maintain good relationships with new and existing suppliers. • Manage the process of tendering within the Trusts protocol, evaluate bids and make recommendations based on commercial and technical factors. • Participate and support managers in the negotiation of contract terms for goods and services and ensure that all contracts strictly conform to the policies, procedures and guidelines detailed in the procurement policy. • Develop and maintain an approved supplier list. • Establish and maintain a contract register for the Trust and ensure all contracts are reviewed as necessary. <p>The Wessex Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff working within the Trust are expected to share a commitment to doing this. You will be expected to follow and promote the procedures in the child protection and safeguarding policy and report any concerns in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children and young people gives cause for concern the Trust’s child protection procedures will be followed alongside implementation of the Trust disciplinary procedures. This post will require an enhanced DBS check, online checks and medical clearance.</p> <ul style="list-style-type: none"> • To ensure the aims, priorities and policies of the Trust are adhered to. • To always act as a positive representative of the Trust and its learners. • Be courteous to colleagues and provide a welcoming environment to visitors both in person and on the telephone and maintain a professional standard of demeanour and dress. • Attend relevant meetings, participate in training and other learning activities and performance development, as required. • Take on additional responsibilities, as required by the Director of Operations and wider Wessex Executive Leadership Team.
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This job description is current as at the date shown, and whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks undertaken will necessarily have been identified. The job description will be reviewed annually as part of the appraisal process or at other appropriate times as determined by the Trust.

Signature (employee):	
Date:	
Signature (line manager):	
Date:	

PROCUREMENT MANAGER - PERSON SPECIFICATION

	Essential (E) Desirable (D)
QUALIFICATIONS	
5 GCSEs or equivalent (Grade A*-C) including Maths and English	E
Evidence of a further qualification, professional development or training	E
Procurement or accounting qualification	D
EXPERIENCE	
An up-to-date knowledge and understanding of procurement strategies, systems, legislation, and procedures	E
Experience of issuing and dealing with tenders, including EU tendering	E
Experience of managing contracts/service level agreements	E
Good understanding of the education sector	D
Experience of managing change and implementing new systems/procedures/controls	
Regulations around data protection and accessibility	E
SKILLS	
Excellent communication skills.	E
Excellent numeracy/literacy skills.	E
Ability to interpret complex regulations.	E
Ability to influence and negotiate with varying stakeholders.	
The ability to set priorities to enable work to be done effectively under pressure and to meet deadlines.	E
Enviably attention to detail	E
PERSONAL QUALITIES	
High professional and personal standards	E
Work on own initiative and have a pro-active approach to problem-solving	E
Respect for young people and their needs and passionate about enhancing opportunities	E
Demonstrates resilience, high level of motivation and 'can do' attitude	E
Experience of building excellent working relationships	E
OTHER	
Comply with safer recruitment checks including enhanced DBS	E

