

## Job Description

<b>Job Title:</b>	<b>Procurement Manager</b>
<b>Reporting to:</b>	Head of Finance
<b>Department:</b>	Finance
<b>Direct Reports:</b>	Procurement Assistant
<b>Budget:</b>	N/A
<b>JD date reviewed:</b>	May 2025
<b>Job Level:</b>	17

### Job Purpose

To provide procurement services and assist in corporate planning and decision-making processes. Enabling Eastlight's to meet their objectives and priorities in the most efficient and effective way within all relevant legislation, Policies and Procedures. Implementation of Eastlight's' Procurement Strategy.

### Key Strategic Responsibilities

- Management of the Procurement function, providing a cost-effective service
- Responsible for negotiating contracts for the supply of works, goods and services and for the active promotion of Eastlight's aims in terms of Environmental, Equalities, Health & Safety within procurement
- Provide comprehensive procurement advice and negotiating expertise to ensure that all departments adhere to the Contract and Tender Procedures as detailed in the Financial Regulations
- Identify areas of spend where no existing arrangements are in place to instigate the creation of such arrangements
- Enable budget holders' ability to effectively manage their budget, by providing commercially based advice on all aspects of the Tender process
- Communicate the strategic role of the procurement function within Eastlight, recognising its contributions to strategic goals
- Ensure all Procurement Regulations (PA23) and any changes are reviewed and kept up to date

### Key Functional Responsibilities

- Demonstrate the effective use of the range of communication methods available: written, spoken, electronic, and use these methods in appropriate ways suitable to the context and situation
- Communicate with staff and colleagues in a manner which is clear, fluent, accurate & concise
- Listen well and seek clarification and understanding, avoiding jumping to conclusions or making assumptions
- Ensure two-way communication is in place for staff, providing opportunities for staff to receive and give feedback

- Hold regular face to face, group and individual meetings to update staff and exchange information, learning and ideas
- Ensure that all communications adhere to organisational and legislative requirements such as Data Protection, DDA, etc.
- Promote good performance, developing clear, structured and efficient ways of managing workload and delivering results. Staff should challenge themselves and others to perform well
- Ensure that all work done by you and your staff is in line with business and service plans and supports the overall aims and ambitions of Eastlight
- Encourage staff and teams to focus on performance
- Provide opportunities for staff to contribute to planning and improvement of services
- Use a project management approach to the achievement of key objectives, targets and projects
- Encourage the use of learning and development as a means of improving service and people performance
- Demonstrate the effective and efficient use of the full range of resources used in and by Eastlight including time, finances, staffing, equipment, information, materials, buildings, etc.
- Ensure the efficient use of staff time and skills, deploying staff effectively and monitoring staff related budgets
- Ensure the efficient use of accommodation, materials and equipment, to maximise cost effectiveness and efficiencies, whilst maintaining standards of health & safety and risk management
- Ensure that systems of good housekeeping are in place for the management of equipment, accommodation and data for yourself and your staff
- Update yourself regularly on resource issues including budget expenditure & ensure that procurement plans are in place for relevant activity
- Ensure that procurement plans are in place for relevant activity
- Actively foster good working relationships with colleagues and customers in order to collectively achieve Eastlight's' direction and ambition
- Co-operate and work well with team members, peers, senior managers and external partners in the pursuit of goals and objectives
- Establish and maintain constructive and open relationships across the range of people you work with, achieving positive outcomes and sharing feedback with others
- Establish a culture of teamwork and co-operation for your staff & encourage problem solving
- Understand the needs and requirements of customers, to provide excellent customer service and to involve customers in the improvement of services
- Ensure that your staff work to set standards
- Seek out and listen to the needs and views of a wide range of customers
- Ensure that the design and development of services have been shaped by customer needs and expectations
- Ensure the delivery of services is mindful of the needs and requirements of the full range of customers and does not exclude and part of the customer base both internal and external

- Ensure that regular customer feedback is sought, analysed and acted upon

## Person Specification

<b>Education &amp; qualifications</b>	<ul style="list-style-type: none"> <li>• Professional procurement specialist CIPS (at least level 5)</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Contract law experience</li> <li>• Proven management experience</li> <li>• Proven Procurement management experience</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Awareness of UK/EU legislation in relation to Procurement and Contracting issues</li> <li>• Specialist knowledge of Procurement and latest developments/innovations</li> <li>• Proven Customer Service skills</li> <li>• Proven management experience</li> <li>• Proven Communication skills</li> <li>• Proven experience of Microsoft office and databases</li> </ul>