

## Job Description

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| <b>Job Title:</b>        | <b>Procurement Manager</b> |
| <b>Reporting to:</b>     | Senior Procurement Manager |
| <b>Directorate:</b>      | Finance                    |
| <b>Direct Reports:</b>   | Approx. 2 where applicable |
| <b>Budget:</b>           | N/A                        |
| <b>JD date reviewed:</b> | Jan 2026                   |
| <b>Job Level:</b>        | 16                         |

### Job Purpose

To deliver end-to-end procurement activity across works, goods and services, managing procurement exercises and contract activity to support service delivery across Eastlight. The role is responsible for ensuring procurement activity is delivered efficiently, compliantly and to agreed timescales, providing practical, hands-on procurement support and advice in line with all relevant legislation, policies and procedures, and supporting the delivery of Eastlight's Procurement Strategy and wider corporate objectives.

### Key Strategic Responsibilities

- Support the delivery of Eastlight's Procurement Strategy and wider corporate objectives through the effective and compliant delivery of procurement activity.
- Lead on the delivery of allocated procurement exercises across works, goods and services, ensuring outcomes support value for money, service delivery and organisational priorities.
- Contribute to the development and implementation of procurement and contracting solutions where no suitable arrangements currently exist.
- Provide professional procurement advice and guidance to support compliant decision-making and effective budget management.
- Support the consistent application of the Procurement Policy and Procedures and all other applicable policies and procedures across procurement activity.
- Promote good procurement and contract management practice across the organisation, supporting compliance, consistency and improved engagement.
- Contribute to the achievement of procurement and contract management KPIs, supporting performance reporting and continuous improvement activity.
- Maintain awareness of relevant procurement legislation and regulatory requirements, applying these appropriately in the delivery of procurement activity and escalating issues where required.

## Key Functional Responsibilities

- Deliver end-to-end procurement exercises across works, goods and services, ensuring activity is completed in line with agreed priorities, timescales and required standards.
- Manage the preparation, issue and evaluation of tenders, quotations and call-off exercises, ensuring processes are compliant, proportionate and well documented.
- Lead contract negotiation activity, identifying and managing commercial and contractual risks and escalating issues where appropriate.
- Provide clear, practical procurement advice and guidance to support compliant decision-making throughout the procurement lifecycle.
- Ensure all procurement activity complies with the Procurement Policy and Procedures and all other applicable policies and procedures, maintaining accurate audit trails and records.
- Maintain procurement documentation, reports and records within e-procurement and contract management systems, ensuring data accuracy and completeness.
- Contribute to the delivery and monitoring of procurement and contract management KPIs, providing timely information and updates as required.
- Where applicable, provide day-to-day supervision and support to Procurement Officers or Assistants, allocating work, monitoring progress and supporting development.
- Manage own workload effectively, balancing multiple procurements and competing priorities to meet delivery deadlines.
- Communicate clearly and professionally with internal stakeholders and suppliers, ensuring procurement requirements and processes are understood and applied consistently.
- Support continuous improvement in procurement processes, documentation and systems through feedback, learning and practical improvements.
- Operate in line with organisational values and standards, promoting high levels of professionalism, integrity and compliance.
- Deliver procurement-related training and briefings where required, supporting consistent understanding and application of procurement processes, compliance requirements and good practice.

| Person Specification                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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| <b>Education &amp; qualifications</b> | <ul style="list-style-type: none"> <li>• Degree educated or equivalent demonstrable experience.</li> <li>• Minimum of level 5 CIPS (or equivalent professional procurement qualification).</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Experience</b>                     | <ul style="list-style-type: none"> <li>• Substantial experience of delivering procurement activity across works, goods and services within a public sector or similarly complex environment.</li> <li>• Extensive experience of managing end-to-end procurement exercises, including tendering, evaluation, clarification and contract award.</li> <li>• Strong experience of leading on tender evaluation and moderation sessions, ensuring fair, transparent and well-documented decision-making.</li> <li>• Strong experience of contract negotiation, including commercial and contractual considerations.</li> <li>• Well-developed practical experience of public sector procurement legislation, including the Public Contracts Regulations 2015 (PCR 2015), with a sound understanding of the requirements and implications of the Procurement Act 2023.</li> <li>• Significant experience of applying organisational procurement policies and procedures to ensure compliant and proportionate procurement activity.</li> <li>• Proven experience of managing multiple procurements and competing priorities, delivering activity to agreed timescales and standards.</li> <li>• Demonstrable experience of contributing to the achievement of procurement and contract management KPIs, including the provision of management information and performance data.</li> <li>• Proven experience of delivering cost savings, efficiencies and social value outcomes through procurement activity, in line with organisational objectives and procurement requirements.</li> <li>• Experience of supervising, supporting or mentoring procurement officers or contributing to team delivery and capability.</li> </ul> |
| <b>Knowledge and Skills</b>           | <ul style="list-style-type: none"> <li>• Strong practical knowledge of public sector procurement legislation, including the Public Contracts Regulations 2015, with an understanding of the requirements and implications of the Procurement Act 2023.</li> <li>• Good understanding of procurement best practice, commercial principles and contract management, with the ability to apply these effectively to deliver compliant and value-for-money outcomes.</li> <li>• Strong commercial and analytical skills, including the ability to assess bids, evaluate value for money and support fair, transparent and well-documented procurement decisions.</li> <li>• Ability to plan and manage multiple procurement exercises simultaneously, maintaining control of timescales, documentation and quality standards.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

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|  | <ul style="list-style-type: none"><li>• Effective communication skills, both written and verbal, with the ability to explain procurement processes, requirements and decisions clearly and professionally.</li><li>• Strong report writing skills, with the ability to produce clear, accurate and well-structured procurement reports, recommendations and audit documentation.</li><li>• Good organisational and time-management skills, with the ability to prioritise workload, manage competing demands and meet delivery deadlines.</li><li>• Ability to work constructively with internal stakeholders, providing clear advice and appropriate challenge to support compliant procurement outcomes.</li><li>• Competence in the use of e-procurement, contract management and reporting systems, with strong attention to data quality, record keeping and management information, alongside effective use of Microsoft Office applications.</li></ul> |
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