



## Job Description

**Job Title:** Head of Procurement

**Reporting to:** Chief Financial Officer

**Pay and Benefits:** £50k, Defined Benefit Local Government Pension Scheme, 30 days holiday

### **Overall purpose of the post:**

Responsible for all procurement activities within the Outwood Grange Academies Trust Family of schools.

The Head of Procurement will work in closely with the Chief Financial Officer, the Executive Team, and their direct reports to deliver substantial and sustainable savings on the goods and services the Trust purchases.

### **Main duties and responsibilities:**

- Managing the Trust's procurement activities and ensuring they remained aligned with Trust's vision and values. Key activities will include; procurement strategy development, leading negotiations with suppliers, contract and supplier management, contract development, competitive tendering, market research and benchmarking
- The identification and prioritisation of opportunities for savings on all non-pay expenditure, including aggregating demand across all of the Trust's academies
- Lead the development, compilation and implementation of procurement systems and policies with the aim of providing robust controls to maximise value whilst minimising unnecessary bureaucracy
- Ensure all procurement process are compliant with all relevant legislation and policies
- Manage certain contracts across the trust and provide oversight and guidance to ensure delegated contracts are managed effectively
- Provide guidance and support to colleagues who undertake delegated procurement activities to ensure compliance, control and value for money
- Act as professional advisor to Executive Leadership of the Trust on all procurement matters
- Develop the Trust's procurement function including identifying additional resource requirements such as additional procurement staff

## **Special Features**

- The postholder will be based at the Trust's head office in Wakefield but will be required to drive to academies within the Outwood Grange Family of Schools

## **Additional Responsibilities**

- Dealing with any immediate problems or emergencies according to the Academy's policies and procedures
- Respect confidential issues linked to home/students/teacher/academy work following the Trust's Data Protection and Freedom of Information Policy;
- Fire Marshall duties in the case of Fire and/or Emergency Evacuation were applicable
- To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the Academy policies and procedures at all times.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

## **Personal Contacts**

**External:** Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

**Internal:** Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.