



## Job Description

**Job Title:** Procurement Manager

**Reporting to:** Finance Director

**Pay and Benefits:** £35-£40k, 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 Procurement Manager will work in closely with the Finance Director, Chief Operating Officer and their direct reports to deliver substantial and sustainable savings on the Trust's purchased goods and services.

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

- Managing the Trust's procurement activities 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
- This will include working closely with Business Managers and the Finance team to make data driven recommendations and decisions for strategic and tactical procurement opportunities
- Work collaboratively with Senior Managers to develop procurement policies and processes which establish effective controls and maximise value from suppliers

### **Special Features**

- The postholder will be required to travel to any academies/schools within the Outwood Grange Family of Schools

### **Personal Contacts**

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

**Internal:** Students, staff, Board and Academy Council members.

## **MAIN DUTIES AND RESPONSIBILITIES:**

1. Manage procurement processes and lead procurement related projects in conjunction with the Trust's leadership team in order to maximise value for money
2. Ensure Procurement process are compliant with all relevant legislation and policies
3. Lead the development, compilation and implementation of procurement systems and policies with the aim of providing robust controls, maximising value and minimising unnecessary bureaucracy
4. Maintain an accurate and up to date register of all live contracts
5. Manage certain contracts across the trust and provide oversight and guidance to ensure delegated contracts are managed effectively
6. Provide guidance and support to colleagues who undertake delegated procurement activities to ensure compliance, control and value for money
7. Lead the development and implementation of data and market intelligence driven strategic sourcing plans data to support the Trust's vision and values
8. Act as professional advisor to the senior leadership team, providing advice and guidance on Procurement matters
9. Manage and develop any support staff seconded to the Procurement Manager on a project or permanent basis
10. Engage with an annual performance and development cycle, to support the evolving priorities for the Trust
11. Work collaboratively with other Academy Trusts and partners to unlock further opportunities and fulfil Outwood Academy Trust's commitment to operate as a system trust
12. Work as part of a wider team

## **Supplementary Support**

- a) Be aware of, and comply with, policies and procedures relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person.
- b) Be aware of and support difference and ensure all students and staff have equal access to opportunities to learn and develop.
- c) Contribute to the overall ethos/work/vision and values of Outwood Grange Academies Trust.
- d) Attend and participate in meetings.
- e) Participate in training and other learning activities as required.
- f) Recognise own strengths and areas of expertise and use these to advise and support others.
- g) Other duties as directed from time to time by the Finance Director or Chief Operating Officer.
- h) Play an appropriate part in child protection procedures, such as relating relevant factual information and recording/reporting disclosures to the designated teacher/relevant professional.

## **NOTES**

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at intervals and it may be subject to modification or amendment at any time after consultation with the holder of the post. In particular the role could evolve to include construction projects and/or increasing income through grants.