**Job Title:** Procurement Manager  
**Vacancy Ref:** A3455

**Department/College:** Finance

**Directly responsible to:** Head of Procurement

**Supervisory responsibility for:** Senior Buyers, Buyers

**Other contacts**

**Internal:** Directors, academic managers and senior staff e.g. Support unit heads, Heads of Departments, Project Managers and Research Principal Investigators, for procurement projects and strategy.

**External:** Senior representatives of suppliers for contract and supplier management, relationships management, negotiation and information exchange. Colleagues in other institutions, sector organisations and other public bodies for information exchange, professional development, collaborative procurement projects, benchmarking and policy matters

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Senior Procurement lead for the delivery of projects and management of key contracts and suppliers. Working with technical colleagues applying expert knowledge of procurement to deliver value for money and effective commercial arrangements that meet the University’s strategic goals.

**Major Duties:**

1. To develop and lead the implementation of best practice and streamlined processes in all areas of Procurement.
2. To lead High Risk/High Value and complex procurement projects on time and within budget. To lead cross functional teams to develop and deliver compliant and commercial procurement processes which meet the University’s objectives.
3. To lead High Risk/High Value contract management activities and develop strategic relationships with suppliers.
4. To skillfully manage stakeholders, building relationships and trust with colleagues beyond Procurement. Leading a ‘one team’ approach to projects, avoiding silo working.
5. Provides expert commercial and complaint procurement advice to internal customers and other procurement staff.
6. To leads on complex and strategically important negotiations. Establishes key objectives and considers broad commercial and non-commercial factors in setting tactics.
7. Fully conversant in total life costing and will build indirect commercial implications, such as corporate social responsibility and environmental into procurement strategies.
8. To consider how the state of the market, strength, weaknesses, opportunities and threats impact supplier behaviour and build this into procurement strategies.
9. To analyse expenditure profiles, look for opportunities to improve efficiency and benefits on an ongoing and proactive basis.
10. To provide leadership to direct reports and other colleagues in the procurement team as appropriate to deliver projects. Predicts peaks and troughs in the business cycle and actively prioritise own work and that of others to react in a flexible way and ensure business priorities are met.