

JOB DESCRIPTION

Job title Procurement Manager

Department Works

Reports to Director of Works

Responsible for:

Management of all aspects of the works department procurement and contractor requirements for services. This will include a range of outsourced operational services, e.g. legionella management, a wider range of materials supply contractors for internal delivery services, plus significant support in the procurement of a range of investment projects.

Purpose of the role:

As a senior member of the works team, you will be responsible for leading procurement activities across maintenance and construction projects. Operating client-side, you will ensure procurement delivers value for money, compliance, and supports the organisation's operational and strategic goals. You will work closely with project managers, hard and soft maintenance managers, trade supervisors, and external suppliers to drive performance, sustainability, and innovation in procurement practices.

Key accountabilities

- Develop and implement procurement strategies for maintenance and construction services, working closely with finance business partners.
- Ensure compliance with relevant procurement regulations (e.g. the Procurement Act 2023) and internal governance.
- Lead end-to-end procurement processes, including tendering, evaluation, negotiation, and contract award.
- Manage supplier relationships and performance, ensuring delivery against KPIs and SLAs.
- Collaborate with project teams to align procurement with project timelines and budgets.
- Drive continuous improvement and innovation in procurement practices, ensuring value for money, and proactively challenge current arrangements as appropriate.
- Support sustainability and social value objectives through responsible sourcing.
- Provide expert advice on procurement matters to senior stakeholders
- Monitor market trends and risks to inform procurement decisions
- Lead or support major procurement programmes and frameworks

Person Specification

Skills & Experience:

- Extensive experience in procurement within construction or maintenance environments.
- Strong knowledge of UK procurement regulations and frameworks.
- Excellent negotiation, communication, and stakeholder management skills.
- Experience managing complex procurement projects and supplier contracts.
- Commercially astute with a focus on value creation and risk management.
- Good IT skills and experience using a works order management software.
- Attention to detail, problem-solving and teamwork.
- Understanding of sustainability and social value in procurement.
- Strong analytical and strategic thinking capabilities.
- Inventory management.

Desirable Attributes:

- Experience in client-side roles within the public or private sector construction.
- Familiarity with NEC or JCT contract forms.
- MCIPS qualification or equivalent (desirable).
- Purchasing within a facilities management environment

EMPLOYMENT DETAILS

Rate of Pay:	c.£53,000 per annum
Hours:	39 hours per week. Mon-Thurs 8am-5pm Fri 8am-4pm.
Contract type:	Permanent
Holiday:	25 working days plus 8 public holidays.
Meals:	Free lunch is provided for staff who are on site and whose duties cover this period.
Probationary Period:	Six months.
Pension Scheme:	A pension scheme, which complies with the requirements of the Occupational and Personal Pension Schemes Regulations for auto-enrolment, will be available after three month's service. All staff will become members unless they choose to opt out.
Employee Assistance:	The Employee Assistance Programme is a free and confidential telephone and web-based information and support service providing staff with access to caring and professional consultants and counsellors.
Gym:	Membership of the College gym is available for a modest fee. Inductions are compulsory.
Sports & Social Club:	The Trinity College Staff Sports and Social Club, run by a committee of staff who organise events and outings.
Access to College:	The College is unable to provide parking on site for its entire staff. Access to and parking in the City Centre is becoming increasingly difficult. The City Council has provided several Park and Ride sites around the city outskirts, with regular bus services. A number of members of staff cycle to work, and the College may be able to provide covered cycle parking.
Private Health Care:	The College provides private health care and membership of a dental care scheme. Staff are able to join the schemes after successful completion of their probationary period, subject to certain limitations. This is a taxable benefit.
Cycle to Work Scheme:	There is a tax-free benefit allowing you to spread the cost of a new bike, including either a pedal bike or an e-bike, and equipment for it. Staff are able to apply for this scheme after successful completion of their probationary period. Maximum limits apply.
College Punts:	Use of College punts at a subsidised rate.