A thoughtful, inspirational team member, who understands how what they bring contributes to the goal of the whole organisation, and its values, who also happens to be a

Procurement Manager

Whose purpose is to connect with people, build relationships and deliver complex and strategically important procurement that supports our clients and grows our business.

- Designing, developing, delivering and reviewing procurement routes to market for Procure Plus and its customers across frameworks, markets and contracts
- Ensure all routes to market consider innovation and are provided in a timely manner, providing a continued route or service where required
- Excellent technical public procurement knowledge to support both Procure Plus and customers

This role is about...

- *Leading procurement for Procure Plus and its customers.*
- *Working with internal and external stakeholders to agree targets, develop documents and assess bids.*
- *Keeping up to date with best practice and sharing it across the business.*
- *Ensuring that procurements are compliant and deliver the agreed aims.*
- *Working as part of a successful team.*

Skills

- Project management
- Customer focus
- Communication
- Negotiation
- Commercial acumen
- Delegation
- Decision making
- Collaborative
- Attention to detail

You should be thought of as



Procurement Manager (continued)

Day to Day

- Leading and managing procurement projects collaboratively to meet budget, time and output required.
- Assess risk, prepare project plans and monitor delivery, ensuring issues are escalated early.
- Develop all tender documents and work with internal and external teams to meet requirements.
- Leading the analysis of bidder submissions through every stage of the procurement process.
- Provide specialist procurement support to Procure Plus and its customers, both during and after the procurement phase
- Set up, review and enhance internal processes to improve the quality of output

People

- Keep colleagues informed, ensuring communication flows smoothly and feedback is welcomed.
- Promote the Procure Plus ethos and team engagement, including fostering collaboration and engagement across the business to support people and the business to improve.
- Be present, inquisitive and challenging, considerate, emotionally intelligent and supportive, to ensure Procure Plus delivers the best service to customers.
- Develop and maintain relationships with internal and external stakeholders.

Business

- Be innovative with procurement solutions to meet the requirements of Procure Plus and its customers.
- Evaluate and understand the commercial drivers within the markets in which procurements are run.
- Design and undertake market engagements to explore opportunities, test procurement strategies and increase likelihood of the required (or more) compliant bidders.
- Stay current with best practice and legal changes
- Be able to deliver the procurement strategy without significant input from the Procurement Lead.



Our culture

We want you to 'bring yourself to work', your personality, your attitude, and your outlook. As important to us that you fulfil the role is you feeling a part of our constructive workplace and culture. We're a flexible company; we want to get the best out of you, but also for you to get the best from ourselves as an organisation. You'll be encouraged to develop an understanding of the business and its goals, while developing relationships and your career.

Application

During the recruitment process, we will be looking for you to demonstrate the skills and experience listed below. Additionally, we will be looking for values and behaviours that align with our culture to help us identify if you are the perfect match for this role.

Certain factors are crucial for you to perform the job, while others can enhance your chances of success but are skills that can be cultivated if you haven't had the chance to develop them in previous roles.

To apply, visit our website, submit your CV and complete a short application form.

We don't use AI in our recruitment processes; we promise your application will be reviewed by a person – and we will let you know the outcome! AI can be a great tool to help you organise ideas, check clarity, or refine wording, but it can also make applications feel inauthentic and generic or misrepresent you, your qualifications or experience. We encourage you to use your own words or adapt AI-assisted content to help us get a real sense of who you are.

Skills and experience	Reviewed at	Essential/Desired
Alignment with Procure Plus values and culture	Application, Assessment Centre, Interview	Essential
MCIPS Certification	Application	Essential
Procurement management including, planning developing specifications, price schedules, conditions of participation, award criteria and leading evaluations and standstill periods	Application, Assessment Centre, Interview	Essential
Knowledge of the Public Contracts Regulations 2015	Application, Assessment Centre, Interview	Essential
Knowledge of the Procurement Act 2023	Application, Assessment Centre, Interview	Essential
Knowledge of market complexities	Application, Interview	Essential
Continuous Professional Development	Application, Interview	Desired
IT skills, incl. tender management systems	Application, Interview	Essential
Knowledge of construction and building safety	Application, Interview	Desired