



Job Description

Job Title: Procurement Specialist

Location: Central Team

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Job Title	Procurement Specialist
Location:	Central Team
Hours per week:	37 Hours Per Week
Contract	12 month FTC
Reporting to:	Finance Director
Salary Scale:	Grade 11-12 (Point 25-28) Actual Salary £39,729 - £43,055

Main purpose of Role

- With support from the Finance Team, act as professional Procurement Specialist to schools within the MAT ensuring compliance with existing and future regulations, MAT policies and procedures.
- Liaising with The Executive Team (Headteachers) and School Business Managers.

Principal Accountabilities:

Main Duties	<ul style="list-style-type: none"> • To lead and manage the procurement function for the academy trust, ensuring the efficient and cost-effective acquisition of goods, services, and works. • To develop and implement procurement strategies and policies that align with the trust's financial and operational objectives and regulatory requirements • Identify and install a contracts register, to ensure all parties are full aware of contractual periods • To review and improve the system of procurement within the Trust and manage budgets • To build and maintain strong relationships with suppliers to ensure the best possible value for money and economies of scale are obtained. • Preparing Tender documents and managing end to end procurement exercises. • Stay up-to-date with changes in procurement legislation, including PA2023, and ensure the trust's procurement strategies reflect these developments. Provide training and guidance to stakeholders on compliance and best practices.
General	<ul style="list-style-type: none"> • Lead the development and implementation of procurement strategies and policies that align with the trust's financial and operational objectives. • Develop a medium to long-term procurement road map highlighting key and high value procurement strategies estimating savings achievable

	<ul style="list-style-type: none"> • Investigate and lead the implementation of a contracts register to ensure all parties are fully aware of contractual periods • Review and enhance the procurement process from requisition to payment, ensuring compliance with all relevant legislation and trust policies. • Implement an effective system for recording all contracts and licenses and ensuring that renewal authorisation is obtained well in advance of any notice period. • Negotiate and manage contracts with suppliers to secure the best possible value for money. • Liaise with the finance team and academy staff, providing them with guidance, support, and training in day to day procurement • Oversee the maintenance of accurate and up-to-date procurement records. • Prepare and submit procurement reports to the Finance Director to assist in the budgeting/forecast process. • Identify and implement opportunities to improve the efficiency and effectiveness of the procurement function. • Stay up-to-date with changes in procurement legislation and best practices.
Line Management:	<ul style="list-style-type: none"> • N/A
Other General Requirements	<ul style="list-style-type: none"> • Represent and promote the ethos and values of Esteem Multi-Academy Trust • To take and be accountable for all decisions made within the parameters of the job description • Participate with performance management and training and activities that contribute to personal and professional development • Actively promote and act at all times in accordance with the policies of the MAT e.g. Safeguarding, Health and Safety, Equal Opportunities & GDPR. • Provide a high standard of customer service in all dealings internal and external to the MAT

This Job Description is non-exhaustive and sets out the main expectations of the post holder. This Job Description can be altered with the agreement of the postholder and will be reviewed regularly. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

The MAT will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Person Specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Strong working knowledge of UK public procurement regulations including PCR2015, PSR and an understanding of the future PA2023 	<ul style="list-style-type: none"> Chartered Institute of Procurement and Supply (CIPS) qualification.
Experience	<ul style="list-style-type: none"> Experience in Public Sector Procurement. Minimum of 5 years' experience in a procurement management role. Experience in developing and implementing procurement strategies and policies. 	<ul style="list-style-type: none"> Previous experience working within a multi-academy trust. Experience of managing budgets.
Knowledge & Abilities	<ul style="list-style-type: none"> Working knowledge of UK public procurement regulations including PCR2015, PSR and an understanding of the future PA2023. 	
Abilities	<ul style="list-style-type: none"> Strong leadership and communication skills. Excellent attention to detail and organisational skills. 	

	<ul style="list-style-type: none">• Ability to work independently and as part of a team.• Commitment to continuous improvement.• Ability to be proactive, use initiative and take personal responsibility for all work.• Punctual and reliable with a 'can do attitude'.• Maintain confidentiality where appropriate.	
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Signed:

Date: