



<b>JOB TITLE:</b>	Procurement Manager
<b>DEPARTMENT:</b>	Legal, Procurement.
<b>POST NUMBER:</b>	1665
<b>GRADE:</b>	8
<b>ACCOUNTABLE TO:</b>	Director (Legal)
<b>LOCATION:</b>	City Offices and other offices within the City Council and its partners as required

## **POST OBJECTIVE**

To lead and manage the council's procurement and contract management functions, ensuring strategic, efficient, and ethical procurement activities in full compliance with relevant legislation and internal governance policies.

The role is responsible for overseeing the delivery of best value through procurement, identifying opportunities for cost savings, and promoting value for money across all procurement activities. It also involves fostering strong relationships with stakeholders and providing guidance to ensure contracts are effectively governed and managed throughout their lifecycle.

The Procurement Manager will support organisational change initiatives and ensure procurement activities are aligned with the council's strategic priorities.

## **SPECIFIC TASKS:**

### **1. Strategic Procurement Planning**

- Develop and implement procurement strategies aligned with council priorities.
- Forecast procurement needs and plan sourcing activities accordingly.

### **2. Tendering**

- Lead strategic, complex, and/or high-value procurements in accordance with relevant legislation and the council's Contract Procedure Rules.

### **3. Contract Management**

- Support commercial and lifecycle management of contracts, including renewals and variations.

#### **4. Governance and Compliance**

- Ensure all procurement activities comply with relevant legislation (Procurement Act and Public Contracts Regulations 2015) and the council's Contract Procedure Rules.
- Maintain accurate records and audit trails for transparency and accountability, including oversight of the council's contract register.

#### **5. Value for Money**

- Identify cost-saving opportunities and efficiency improvements by analysing spend data to support informed decision-making.

#### **6. Supporting Organisational Change**

- Contribute to transformation projects and align procurement with evolving service models.

#### **7. Sustainability and Social Value**

- Further integrate sustainability and social value considerations into procurement activities.
- Support local economic development through responsible sourcing.

#### **8. Team Leadership and Development**

- Manage and develop procurement staff, providing guidance and training.
- Foster a culture of continuous improvement and professional development.

#### **9. Stakeholder Engagement**

- Collaborate across departments to understand needs and provide expert procurement advice.
- Develop procurement skills and capabilities of colleagues across all disciplines.

#### **10. Other Duties**

- Carry out any other duties appropriate to the post to support the delivery of effective procurement and contract management activities.

### **Health and Safety**

Every employee while at work has a duty to take reasonable care of their own health and safety and that of other persons who may be affected by his/her acts or omissions at work - Health and Safety at Work Act 1974.

## **Equality**

Winchester City Council bases its employment practices on the concept of equal opportunity. As an equal opportunity employer the Council opposes all forms of discrimination or unfair treatment on the grounds of gender, marital status, race, colour, nationality, national origin, ethnic origin, religious belief, sexual orientation, disability or age. No employee or job applicant will be disadvantaged by any condition or requirement which cannot be shown to be justifiable.

## **Safeguarding**

Winchester City Council has a responsibility to safeguard and promote the welfare of children and vulnerable adults. The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work within the safeguarding policies of the organisation.

Signed.....

Dated.....



**JOB TITLE: Procurement Manager**
**POST NUMBER: 1665**
**DEPARTMENT: Legal Services, Procurement**
**DATE: September 2025**

Requirements		Weighting	Assessment Method
Skills	Strong leadership and stakeholder engagement skills - including the ability to manage, motivate, and develop the procurement team while building effective relationships across departments and with external partners.	3	A&I
	Risk management - identifying, assessing, and mitigating risks in procurement and contract activities.	3	A&I
	Excellent communication skills– -capable of conveying complex procurement information clearly to a range of audiences.	3	A&I
	Problem-solving skills - a proactive approach to resolving procurement challenges.	3	A&I
	Good organisational skills - the ability to manage multiple priorities and meet deadlines.	3	A&I
	Ability to work at pace and under pressure – maintaining accuracy and professionalism in a changing environment.	3	A&I
	Strong negotiation and influencing skills -to secure best value and support the management of supplier relationships effectively.	3	A&I
	Analytical and data gathering skills - to support decision-making, identify trends, and drive value for money.	3	A&I

Requirements		Weighting	Assessment Method
	Ability to exercise confidentiality and sensitivity  -particularly when handling commercial, strategic, or personal information.	3	A&I
Experience	Substantial experience of public sector procurement, leading colleagues through the process from pre-market engagement to contract award and supporting contract management activities.	3	A&I
	Experience of managing and developing a procurement team	2	A&I
	Experience of developing procurement policies, procedures, or strategies, contributing to continuous improvement and governance.	2	A&I
	Experience of managing procurement audits or responding to external scrutiny, ensuring transparency and compliance.	2	A&I
	Experience of engaging with senior stakeholders, including presenting business cases and influencing decision-making.	3	A&I
	Experience of embedding social value and sustainability into procurement processes, in line with council objectives.	3	A&I
	Proven experience of leading high-value, high-risk procurement projects with a track record of successful implementation.	3	A&I
	Demonstrated ability to work effectively in high-pressure environments, managing competing priorities and tight deadlines.	3	A&I
	Experience of working within a local authority or similar public sector organisation, with a strong understanding of governance and compliance requirements.	3	A&I

Requirements		Weighting	Assessment Method
Personal Qualities	Diligence – Maintains accuracy and consistency across procurement processes.	3	A&I
	Eye for Detail – Ensures compliance and identifies risks or discrepancies.	3	A&I
	Credible – Builds trust through integrity, professionalism, and sound judgment.	3	A&I
	Responsive and Proactive – Anticipates needs and takes initiative to resolve issues.	3	A&I
	Diplomatic Communicator – Engage effectively and respectfully with stakeholders at all levels.	3	A&I
	Empathetic – Understands and supports the needs of colleagues and suppliers.	3	I
	Strategic Thinking – Aligns procurement activities with broader organisational objectives.	2	A&I
	Leadership – Motivates and guides teams to achieve high performance.	3	A&I
Specific Job Requirements	Expert Knowledge of Legislation - In-depth understanding of the Procurement Act 2023 and Public Contracts Regulations 2015, including transitional provisions and how they interact.	3	A&I
	Ability to interpret and apply procurement legislation accurately to ensure compliance	3	A&I

Requirements		Weighting	Assessment Method
	throughout the procurement lifecycle.		
Qualifications	Chartered Institute of Procurement and Supply (CIPS)	2	Q
	The Procurement Act 223 Skilled Practitioner Certificate completion oof TPP Certification)	3	Q
	The Procurement Act 2023 Advanced Practitioner Certification (completion oof TPP Deep Dives)	3	Q
	Project Management Qualification – e.g., PRINCE2, APM PMQ, or PMP.	1	Q

#### Weighting

3 – Essential for the successful performance of the job

2 – Desirable but can be achieved through on the job training or experience

1 – Useful but not essential for successful performance of the job

#### Assessment

Application Form

A

Interview

I

Tests

T

References

R

Presentation

P

Evidence of Qualifications

Q