

# Job Description

**TITLE:** Procurement Manager

**GRADE:** Management Spine

**REPORTS TO:** Head of Procurement

## Purpose of the Role

To support the Head of Procurement and provide direction and management of the College's procurement activities, ensuring the provision of an efficient, responsive and specialist service, achieving good governance, value for money and legislative compliance in alignment with the College's strategic intent. The post holder will provide expert and authoritative procurement advice and strategic contract management to stakeholders across the college. The post holder also plays a key role in leading and inspiring the team to deliver an outstanding procurement service to internal and external stakeholders.

New City College is the largest college group in East London, and our Hackney Campus is a vibrant, diverse and welcoming place where staff play a vital role in maintaining a safe and inclusive learning environment. The campus is extremely well connected, making it easy to reach for both staff and students. It is located on Falkirk Street, London N1 6HQ, just a short walk from Hoxton Overground Station and within easy reach of Old Street and Shoreditch. The area is served by several local bus routes, offering convenient travel options across East and Central London. The campus also benefits from secure bike storage and good pedestrian access, providing flexible commuting choices for staff.

## Key Responsibilities:

- To support the College's mission, vision, values and strategic objectives.
- To implement the College's Equality and Diversity policies and to work actively to overcome discrimination on grounds of all protected characteristics; sex, race, religion/belief, disability, sexual orientation, age, pregnancy/maternity, gender reassignment status, marriage/civil partnership status.

- To take responsibility for one's own professional development and participate in relevant internal and external activities.
- To implement the College's safeguarding policies and practices.
- To implement your health and safety responsibility in line with the College's Health and Safety policy.
- To contribute to the College's commitment to continuous improvement as identified in the College's quality assurance systems.
- To ensure that data is handled in line with the General Data Protection Regulations.

### **Particular to the post:**

- To work with the Head of Procurement to review current college procurement systems and consider and make recommendations for the future strategic development of the service.
- To be accountable for ensuring all procurement activity carried out by the college conforms to current legislative requirements the college financial regulations and ensuring adherence to delegated financial authorities.
- To inform and advise managers and other college staff as required on procurement policies and procedures, sources of supply and assist with the preparation of cost estimates, obtaining and retaining competitive pricings where appropriate.
- To work with category and curriculum leads to write strategies that support the delivery of the procurement pipeline.
- To define and implement the supplier due diligence, contract management and supplier relationship management methodologies.
- To proactively support internal stakeholders to manage existing and new supplier relationships.
- To lead end-to-end high value or complex procurement exercises and manage all associated supplier relations effectively.
- To maintain governance, risk and regulatory requirements and mitigate NCC risk exposure.
- To contribute to NCC projects acting as the Procurement subject matter expert.

- To check continually check the competitiveness of suppliers where orders of substantial value are placed outside of the competitive tendering process.
- To check and monitor the spend dashboard to ensure compliance with both legislative requirements and the Financial Regulations
- To ensure that the college adheres to all applicable procedures for tenders that fall within current legislative requirements, and maintain records for reporting to outside bodies in respect to requests for quotes and tenders.
- To maintain knowledge of legislative changes the impact of any legislative changes.
- To produce and issue invitations to tender via E-tendering portal, deal with clarifications, evaluate and report on tenders returned, send successful/un successful notification letters and perform relevant due diligence checks for where suppliers are not drawn from approved framework agreements.
- To maintain a register of contracts executed by the College, retaining evidence of appropriate tendering/selection criteria.
- To re-tender existing substantial contracts on a regular basis.
- To advise managers and other college staff as required on purchasing, procedures, and sources of supply.
- To train and support managers and staff on procurement processes as required.
- Working with stakeholders to ensure that the college complies with the relevant legislation and best practice requirements.
- To maintain a list of the contacts which are subject to regular competitive tender and work with the Group Finance Director and the relevant budget holder to initiate the tendering procedure on time.
- Novating existing contracts on to NCC Group.
- Ensure all new supplier requests adhere to the Procurement Policy and Financial Regulations.

**In common with other managers:**

- All managers will undertake a weekly duty manager slot, at the same time each week, based at an agreed campus from the start date, to support the college community by upholding behaviour policies and assisting with day to day issues.
- All managers are required to return to work the week before GCSE results are released in August; this date is approximate and should be checked before making any commitments. No annual leave is to be booked during the enrolment period, and managers will be expected to support enrolment activities throughout this time.
- All staff are expected to support exam invigilation and will be required to cover up to three exams per year, **excluding** GCSE exam support.

### **In common with all other staff:**

- To support and deliver the College's value and strategic intent.
- Demonstrated ability to implement HR policies and practices within business support functions, through a diversity, equality and inclusion lens, with a commitment to addressing systemic inequalities.
- Proven ability to plan and deliver services and support to culturally and ethnically diverse communities, contributing to an inclusive college environment.
- To take responsibility for one's own professional development and participate in relevant internal and external activities.
- To implement the College's safeguarding policies and practices.
- To implement your health and safety responsibility in line with the College's Health and Safety policy.
- To undertake any other duties commensurate with the grade and responsibilities of the post which may be required from time to time.

### **Additional Information:**

#### **Safeguarding Statement**

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

#### **Criminal Convictions, DBS & Ongoing Disclosure**

This role requires an Enhanced DBS check. Applicants must declare any unprotected convictions. During employment, the post holder must

report any new relevant convictions, cautions, or police involvement in line with safeguarding requirements.

### **Equality, Diversity & Inclusion**

The College is committed to equality of opportunity and inclusive practice. We welcome applications from all sections of the community and expect all staff to uphold antiracist, inclusive and respectful behaviours.

### **Review of Job Description**

This job description will be reviewed regularly to ensure it remains an accurate reflection of the duties and responsibilities of the post holder and continues to meet the needs of the College.

## **Person Specification:**

### **Education & Qualifications**

- Hold or are working to Chartered Institute of Purchasing and Supply qualifications.
- Evidence of continuous professional development in procurement, commercial, or contract management fields.
- The ability to work to timetables, prioritise key deliverables and ensure deliver to set deadlines
- Strong numeracy and literacy skills appropriate to the role.
- Proficient in all Microsoft Office Applications

### **Experience**

- Excellent Communication Skills
- Experience of working as a member of a team and evidence of the ability to work effectively with colleagues.
- An understanding of and commitment to Equality and Diversity and safeguarding and practical ideas for their implementation in this post.

### **Professional Responsibilities, Values & Commitments**

- Demonstrates a commitment to safeguarding and promoting the welfare of children and vulnerable adults, in line with statutory duties and college policies.
- Upholds inclusive values by supporting learners and staff from diverse backgrounds through fair, respectful, and unbiased practice.
- Maintains a safe working environment by following health and safety legislation, risk management procedures, and College guidance.
- Understands and applies confidentiality and data protection principles when handling information.

- Shows a commitment to continuous professional development and ongoing learning relevant to the role.
- Acts as a positive role model, demonstrating professionalism, integrity, reliability, inclusive practice, and anti racist behaviours that reflect the College's values and expectations.