



The Cam Academy Trust – Job Description

POST TITLE: Procurement Officer

RESPONSIBLE TO: Trust Director of Finance & Operations/Trust Facilities Manager

SALARY: Grade 6, Point 18-22 £24,313 - £26,317

Hours: 37 hours per week/52 week contract

JOB PURPOSE:

The overall management of the Trust's procurement activities. This includes working collaboratively with relevant managers in the development and effective operation of procurement systems and ensuring compliance with all relevant international, national and local legislation and policies.

In the capacity of Procurement Officer, you will be responsible for:

- organising and managing the supply of goods and services, in accordance with the requirements of the ESFA academies financial handbook.
- finding ways to cut procurement expenses whenever possible in order to allow the Trust schools to further invest in growth and people.
- play an integral role in ensuring that the Trust schools work within budget.
- supporting and encouraging the Trust's ethos and its objectives, policies and procedures.
- providing support to the Trust, in ensuring that value for money and best quality of service are achieved at all times.

DUTIES & RESPONSIBILITIES

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by your line manager. Please note that the post holder may be required to work outside of normal work hours for extended activities, events, meetings and emergencies.

PROCUREMENT & ORGANISATIONAL PROCESSES

- manage the procurement processes and lead procurement-related projects in conjunction with senior staff.
- ensure that procurement processes are compliant with all relevant legislation and policies.
- lead the development, compilation and implementation of procurement systems and policies with the aim of providing robust controls, maximising value and minimising unnecessary bureaucracy.
- use data analysis to anticipate possible unfavourable events and prepare control strategies.
- build a culture of long-term saving on procurement costs.
- approve the ordering of necessary goods and services and finalise the purchase details of orders and deliveries.

LINKS WITH SUPPLIERS

- devise and implement productive sourcing strategies, using professional knowledge and judgement of data and market intelligence as appropriate.



- use appropriate service level agreements to properly evaluate the performance of suppliers and report on this on a regular basis to your line manager.
- research, develop and maintain a record of dependable suppliers and initiate business and organisation partnerships.
- negotiate with external suppliers to secure the most advantageous terms possible.
- foresee alterations in the comparative negotiating ability of suppliers.

CONTRACT MANAGEMENT

- keep an accurate and up-to-date register of all live contracts, and regularly examine and test these.
- perform risk management for future supply contracts and agreements.
- manage certain contracts for the Trust and ensure that delegated contracts are properly managed.
- manage/monitor any leases with which the Trust and its schools are involved, either as lessor or lessee.

ADVICE & SUPPORT

- act as professional adviser on procurement matters to senior staff.
- provide guidance and support to colleagues who undertake delegated procurement activities to ensure compliance, control and value for money.
- manage and support any assigned support staff on a project or permanent basis.
- work collaboratively with other multi academy trusts and partners to unlock further procurement opportunities.

GENERAL

- contribute to the overall ethos, vision and values of the Trust.
- comply with Trust policies on health and safety, data protection, confidentiality and child protection and be aware of the designated teacher/relevant professional to whom concerns should be reported.
- be aware of and act upon at all times the implications for the Trust of the Equalities Act 2010.
- arrange and provide training sessions for staff to ensure that they are aware of associated procedures and regulations.

SAFEGUARDING

- to safeguard and promote the welfare of children and young people within our organisation.
- be committed to school safeguarding policies and procedures including child protection, internet safety and anti-bullying.
- attend annual safeguarding training.