



As one of the leading colleges in the UK, with significant strengths in health and social care, engineering, creative industries, construction, catering and digital, Northampton College is an inspiring place to work.

Our students come from all walks of life and so do we. We hire great people from a wide variety of backgrounds, not just because it's the right thing to do, but because it makes our organisation stronger. Why not join our dedicated team as a **Procurement Manager?**

Job Title	Procurement Manager
Ref No.	ME2526046
Department	Finance
Reporting to	Financial Controller
Location	Northampton, Booth Lane Campus
Salary	In the range of £38,090 - £42,952 per annum Starting salaries will normally be aligned with the first point in the grade for the role. Only in exceptional circumstances, as determined by the College, will appointment to a higher point be considered. If you have any queries regarding the College's policy on this, please contact the recruitment team prior to submitting your application.
Hours	37 hours per week, 52 Weeks per year
Contract Type	Permanent

We are committed to the safeguarding and welfare of all our students, we follow safer recruitment statutory guidance (Keeping Children Safe in Education).

If you are successful, you will be required to complete thorough pre-employment checks, including an enhanced DBS check and satisfactory references. All applicants must have the right to work in the UK at the time of application, as the College does not hold a sponsorship license.

REWARDS AND BENEFITS

As well as a great salary and friendly team you will also receive:

- ▶ 35 days pro rata annual leave, comprising 24 personal days, pro rata (1 September – 31 August), including 8 bank holidays and 3 closure days. The College reserves the right to designate up to 3 closure days per holiday year
- ▶ Discounts through membership of the NUS and Blue Light Card - ranging from Amazon Prime to eating out, fashion, beauty, entertainment and more.
- ▶ Eligible to join the Local Government Pension Scheme (a defined benefit scheme including an employer contribution rate of 22%)
- ▶ Access to continued professional development
- ▶ Free parking and access to electric vehicle charging
- ▶ Multi gym and sports hall
- ▶ Confidential Employee Assistance Programme, offering a confidential phone line, a website and a downloadable app
- ▶ Access to the College's Wellbeing Hub
- ▶ Enhanced family friendly policies
- ▶ Generous sick pay and compassionate leave scheme
- ▶ Discounted hairdressing and beauty therapy treatments in our training salons (The Salon NC).



Job Description

Role Purpose

The Procurement Manager is responsible for leading the development and delivery of effective procurement strategies for the College. To work with cross-college managers to ensure all goods and services are acquired in a timely, cost-effective and compliant manner, delivering best value for money whilst supporting the College's operational and strategic objectives.

Main Duties and Responsibilities

1. To develop, implement, and maintain strategic procurement plans, policies, and procedures tailored to the needs of Northampton College and aligned with public sector procurement best practices.
2. To identify, evaluate, and select new suppliers through fair and transparent tender processes; build and maintain strong, positive, and long-term relationships with key vendors.
3. To manage the relationship with the outsourced procurement advisors, Crescent Purchasing Consortium (CPC), ensuring they deliver value for money and appropriate workflow is agreed and delivered.
4. To lead contract negotiations with suppliers to secure advantageous terms, competitive pricing, and reliable delivery schedules, ensuring value for money for the College.
5. To analyse College-wide expenditure to identify opportunities for consolidating spend, leveraging purchasing power, agreeing a procurement activity plan and achieving efficiencies.
6. To ensure all procurement activities are conducted in full compliance with Northampton College's financial regulations, public procurement legislation (For example the Procurement Act 2023), ethical standards, and relevant legal requirements.
7. To manage and mitigate procurement-related risks, including supply disruptions, price volatility, supplier viability, and ensuring compliance with modern slavery legislation.
8. To collaborate effectively with internal stakeholders across all College departments (For example Estates, Information Technology, Curriculum, Finance) to understand their procurement needs and provide professional advice and support.
9. To track and report on key procurement metrics, including savings achieved, supplier performance, and compliance, providing regular updates to the Financial Controller and Executive Management Team.
10. To promote best practice in procurement across the College, providing guidance and training to staff involved in purchasing activities.
11. To monitor market trends, supplier performance, and further education sector best practices to identify opportunities for cost savings, service improvements, and sustainable procurement.
12. To carry out examination invigilation duties as required.

Person Specification

	Essential	Desirable
Education	<ul style="list-style-type: none"> English and maths GCSE grade C/4 or above/willingness to obtain, or equivalent skill level Educated to degree level in a relevant subject 	<ul style="list-style-type: none"> Relevant professional certifications (For example. Chartered Institute of Procurement & Supply (CIPS) qualification or working towards it)
Knowledge	<ul style="list-style-type: none"> Extensive understanding of procurement processes Understanding of, and commitment to, the principles of equity, inclusion and belonging Understanding of the principles of safeguarding young people and vulnerable adults in an educational setting Understanding of the principles of data protection 	
Skills	<ul style="list-style-type: none"> Ability to effectively communicate in writing, verbally, and through active listening with a diverse group of colleagues, students and stakeholders Ability to use a range of Information Technology (IT)/Information Communication Technology (ICT) systems, including Microsoft Word, Excel, and Outlook Ability to manage and prioritise multiple tasks through to completion within prescribed deadlines High levels of attention to detail and accuracy Ability to provide a responsive and professional level of customer service at all times 	
Experience	<ul style="list-style-type: none"> Proven experience in a procurement or strategic sourcing role, with a demonstrable track record of successful cost savings, process improvements, and managing tender processes. In-depth knowledge of procurement principles, practices, and procedures, including public sector procurement regulations. Strong negotiation and contract management skills, with experience of managing a diverse range of contracts. Familiarity with procurement software, e-tendering portals, and Enterprise Resource Planning (ERP)/financial systems. 	<ul style="list-style-type: none"> Experience within the public sector or education is highly desirable.
Attributes	<ul style="list-style-type: none"> Strong work ethic: exhibits dedication and diligence in carrying out responsibilities with a commitment to excellence Collegiate: works well within a team environment, cultivating a collaborative and cooperative approach 	

	Essential	Desirable
	<ul style="list-style-type: none"> • Enthusiastic and innovative: displays a positive attitude and creative mindset, contributing fresh ideas and solutions • Adaptability and reliability: adapts easily to changing situations and is dependable in fulfilling commitments • Priorities the needs of the team, customer, and the organisation • High degree of integrity and honesty • Empathetic: demonstrates thoughtfulness towards others • Resilience: able to recover from setbacks quickly • Self-motivated: demonstrates initiative, positivity, and a proactive approach • Positive role model for students 	

GENERAL

You will be required to undertake such other duties appropriate to the grade and nature of the work as may reasonably be required of you. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.

Your duties will be set out in this job description but please note that the College reserves the right to update your job description from time to time to reflect changes in, or to, your job.

Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description. You will be consulted about any proposed changes via either collective or individual consultation.

You will be required to have a flexible approach to work, working outside your normal working pattern when reasonably required to do so, including, for example to support College open events. You will have the ability to travel effectively, for example to other College campuses.

You will be required to ensure all safeguarding and student welfare duties and responsibilities are fully met and that you adhere to the relevant College policies and procedures.

You will be required to adhere to, and promote, the College's values of respect for each other, dignity, diversity and equal opportunity, enabling the continual evolution of a culture of inclusion, where diversity and difference is embraced and open, positive discussion is genuinely valued.

You will be responsible for ensuring compliance with the General Data Protection Regulation (GDPR) and for handling all personal data in accordance with applicable data protection laws and College policies and procedures.

You will be required to participate in the College's Employee Performance and Development process and to undertake any professional development activity/training required.

You will be required to fulfil your health and safety responsibilities for your own health and wellbeing and that of others within the College.

