

JOB PROFILE

JOB INFORMATION

Job Title	Procurement Manager	Department	Finance
Job Family	Finance	Function	CFOO Function
Grade	C (£80,000 - £100,000)	SMCR Role	n/a
Location	Merseyside / Tameside / Bradford	No. of Direct Reports	0

JOB PURPOSE

The Procurement Manager leads the end-to-end procurement lifecycle across Northern Pool (the "Pool"), covering sourcing strategy, route to market, supplier selection, contract negotiation and cost optimisation. As a contracting authority the Pool must procure in compliance with the Procurement Act 2023; the role is the Pool's subject matter expert on that regime and is accountable for procurement being compliant, auditable and demonstrably value for money. The role reports into the Finance Director.

Key Responsibilities

Procurement Strategy and Planning

- Develop and maintain the Pool's procurement strategy, policy and framework, aligned to the operating model, governance and Delegation of Authority thresholds, and compliant with the Procurement Act 2023.
- Establish category plans, sourcing pipelines and demand management to optimise cost, quality and service across third party spend.
- Monitor regulatory and market developments and advise the Board and senior leadership on the obligations attaching to the Pool's sourcing decisions as a contracting authority.

Sourcing and Supplier Selection

- Lead competitive sourcing and tender processes for investment services, operational support, technology and professional services, selecting the appropriate route to market including public sector frameworks, direct award and permitted exemptions.
- Design and apply evaluation criteria, scoring and selection methodologies that produce fair, transparent and auditable decisions.
- Maintain procurement records, notices and transparency reporting so that decisions withstand audit and supplier challenge.

Contract Negotiation and Value for Money

- Co-ordinate contract negotiations to secure commercial terms, service levels and risk protections, working alongside Legal and the Third Party Relationship Manager
- Identify and deliver savings, efficiencies and value-for-money improvements across third party spend, benchmarking pricing and terms against market and public sector comparators.

	– Prepare and manage the procurement budget, monitoring expenditure against forecast and reporting savings and cost avoidance. Governance, Risk and Compliance – Ensure procurement activity is integrated with the Pool's third party risk management and outsourcing frameworks, with due diligence and ongoing oversight performed by the Third Party Relationship Manager. – Act as the Pool's subject matter expert on public procurement, providing guidance and training to colleagues involved in sourcing or commissioning activity. – Report procurement breaches or non-compliance through the appropriate governance channels and maintain the procurement elements of the Delegation of Authority. Stakeholder Management and Team Leadership – Partner with investment, operations, technology, finance and corporate services teams, providing commercial advice on sourcing options, market intelligence and supplier capability. – Liaise with the Pool's administering authorities on procurement matters, including joint and collaborative procurement opportunities. – Lead and develop the procurement team, building public procurement capability across the Pool.
Functional accountabilities	• Centralise governance of procurement processes across the Pool. • Provide regular procurement MI to relevant committees and the Board, highlighting spend, savings, risks and supplier performance.

KEY INTERACTIONS	
Internal	External
- CFOO - Finance Team - Risk & Compliance Team - Investment, Operational and Corporate Functions	- Suppliers and bidders - External and Internal auditors