**JOB TITLE:** Project Procurement Senior Manager

**RESPONSIBLE TO:**  Commercial Development Director

**ACCOUNTABLE TO:** COO

**LINKS TO:** BD Team, Finance, Supply Chain, Ops, Senior Management and Executives

**JOB PURPOSE:**

The Project Procurement Senior Manager will lead the development and execution of a strategic procurement plan to support the organisation’s rapid expansion, with a particular focus on sourcing materials for large-scale projects such as new school openings. This role will manage procurement for all aspects of the school opening process, from infrastructure to furnishings, ensuring cost-effective sourcing and high-quality delivery across multiple categories, including desks, whiteboards, laptops, and more.

**KEY ACCOUNTABILITIES:**

* Oversee procurement for all resources required to open new schools, including:
* Ensure efficient procurement across all schools, with responsibility for a wider procurement spend that covers the entire scope of school openings and operational needs.
* Develop and implement comprehensive procurement strategies that ensure cost-effective sourcing while maintaining quality and compliance.
* Build and maintain strong supplier relationships, negotiating contracts for long-term value and reliable supply chain performance.
* Identify cost-saving opportunities across procurement processes, ensuring the best value for money while meeting project deadlines.
* Lead and mentor the procurement team, fostering a high-performance culture and ensuring the team has the necessary skills and support.
* Ensure compliance with all legal, regulatory, and internal procurement standards, while managing risks associated with supply chain disruptions.
* Work cross-functionally with departments such as Finance, Operations, BD, and other teams to align procurement with the organisation’s broader objectives.
* Establish, track, and report on KPIs for procurement, providing insights and progress updates to senior management.

**EXPERIENCE & QUALIFICATIONS:**

**Technical:**

* Strong understanding of procurement strategies, with significant experience in high-value, large-scale projects such as infrastructure or construction.
* Proven experience managing end-to-end procurement for diverse resources, including building materials, technology, and furnishings.
* Proficiency in cost analysis, financial modelling, and budget management to oversee procurement processes.
* Experience in supplier management, contract negotiation, and performance evaluation.
* Comprehensive knowledge of relevant legal and industry standards, ensuring compliance and risk mitigation.
* Ability to lead market research and analysis to drive procurement decisions that balance cost, quality, and speed.
* Experience with ERP systems and procurement software to manage processes efficiently.

**Skills:**

* 5-8 years of experience in group procurement or supply chain management, with a senior or leadership role in managing high-value projects.
* A degree in Business Administration, Supply Chain Management, Procurement, or a related field.
* Professional qualifications such as MCIPS (Member of the Chartered Institute of Procurement & Supply) or equivalent certification are highly desirable.
* Experience in procurement for education or similar sectors is an advantage, with a deep understanding of the specific requirements for opening and operating schools.

**Job Holder’ signature**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signed on behalf of Outcomes First Group**

Name: : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title:

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_