

## Job Description: Procurement Manager

### Job Description

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| Job Title:              | Procurement Manager                 |
| Location:               | Office Based – Hybrid Worker Status |
| Reports to:             | Head of Sourcing                    |
| Staff Responsibilities: | No                                  |
| Hours off work:         | 35 hours per week                   |
| Salary Range:           | £32,242 - £42,793                   |

#### Summary of Position:

The Procurement Manager will demonstrate public sector procurement experience, commercial judgement and business acumen to take a role in managing framework sourcing process. This includes ensuring the successful delivery of the framework sourcing program and implementation of supply chain monitoring activities. Specifically, the Procurement Manager is responsible for:

**Framework Sourcing:** Manage the delivery of the framework renewal cycle, leading on specific renewals and new framework products; to ensure frameworks are successfully procured, remain compliant and provide a market leading fit for purpose revenue generating solution that creates social value and in line with Fusion21's Vision, Mission and Values

**Fusion21 Strategic Procurement Policy:** Support the implementation and management of Fusion21 Strategic Procurement Policy.

**Supply Chain Monitoring Activities:** Support the development and implementation of effective supply chain monitoring activities and risk management.

**Risk Management:** Support the implementation of effective operational risk management strategies that ensure the continued delivery of services and support strategic business resilience risk activity.

**Value for Money Capability:** Ensure that VfM, and associated initiatives, are integral to the Fusion21 offer.

**Stakeholder Management:** Building and maintaining relationships with key stakeholders, understanding their business and strategic priorities and developing these into procurement strategies that support key Fusion21 priority areas.

## Primary Responsibilities

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| <p><b>Procurement Frameworks</b></p>                | <p>To support the implementation of Fusion21's framework sourcing activities, including the renewal of existing frameworks and the development of new frameworks, in alignment with Fusion21's Strategic Procurement Policy. Frameworks must be procured on time, be compliant and are a market leading solution that provide value money for our Members, create social value, and enable Operations to achieve business plan targets.</p> <p>To take a role in partnership with the Senior Procurement Manager and Head of Sourcing to ensure that all Procurement Services frameworks are legally compliant and to ensure Fusion21's compliance with all relevant procurement legislation, including the Public Contracts Regulations 2015 and the Procurement Act 2023, and to oversee the publication of all required statutory notices.</p> <p>Work collaboratively with colleagues to lead and support all key framework renewal activities, as outlined in Fusion21's Strategic Procurement Policy. This includes, but is not limited to tender development, tender management, evaluator training, clarification handling, evaluation moderation, and contract award ensuring fair, objective, and transparent process.</p> <p>Work collaboratively with colleagues to support the design and implementation of framework procurement solutions through organisational research, and effective market and customer engagement.</p> |
| <p><b>Fusion21 Strategic Procurement Policy</b></p> | <p>Support the implementation and management of Fusion21 Strategic Procurement Policy and contribute to the aims and purpose of the Policy.</p> <p>Manage procurement process which contribute to Principles and Objectives of the Strategic Procurement Policy, public procurement and legislative requirements.</p> <p>Support the implementation of the Procurement Act 2023 across Fusion21's procurement activity, embedding its principles within framework design and sourcing processes.</p> <p>To positively act, and lead others, within the organisations roles, responsibilities and approvals for regulated procurement.</p>   |
| <p><b>Supply Chain Monitoring Activities</b></p>    | <p>To work with the Senior Procurement Manager and Head of Sourcing to support the design and implementation of supply chain monitoring strategies aimed at minimising business risk.</p> <p>To work with the sourcing team and internal customers to ensure the effective transition of supply chain monitoring into operational BAU activity.</p> <p>To support supplier development programme to enable SMEs with issues such as Public Procurement, Carbon Reduction and Social Value.</p>  |

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| <b>Value for Money Capability</b>  | <p>To support the implementation of a Value for Money by ensuring best practice standards and techniques are utilised across the business.</p> <p>Uphold the effectiveness of the organisation's Value for Money approach to Members including reporting on the account of all cost management initiatives.</p> <p>To ensure that information is accurate, up to date and well maintained on Fusion21's information systems to enable accuracy information management and effective reporting.</p>   |
| <b>Risk Management</b>             | <p>To support the implementation of a Value for Money by ensuring best practice standards and techniques are utilised across the business.</p> <p>To develop, maintain, and regularly update Framework risk registers, ensuring that key risks are identified, assessed and mitigated.</p> <p>Maintain accurate records and documentation to support audit and governance requirements.</p>  |
| <b>Stakeholder Management</b>      | <p>To build and maintain relationships with key stakeholders, understanding their business and strategic priorities and developing these into procurement strategies that support key Fusion21 priority areas</p> <p>To ensure strong stakeholder management in the performance of all activities</p>  |
| <b>Additional Responsibilities</b> | <p>To be a Fusion21 ambassador</p> <p>To perform in a flexible, customer focused, highly supportive fashion the specific tasks outlined in this job description and such other reasonable duties as the organisation may direct.</p> <p>To maintain a level of knowledge appropriate to the status of the post.</p> <p>To be a committed team member who actively supports team members with the provision of specialist skills or knowledge and the use of flexible resources within the wider team</p> <p>To operate in a professional and safe manner at all times in line with statutory duty and the policies and procedures of Fusion21.</p> <p>To adhere to Financial Regulations and company policies at all times.</p> <p>To undertake any additional duties that may be deemed appropriate from time to time.</p> <p>To ensure that the promotion of Equality, Diversity and Sustainability are central to the organisations activities.</p> |


### Personal Specification

|  | Essential   | Desirable   |
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| <b>Skills, Qualifications &amp; Training</b> | <p>Good interpersonal skills, able to build and manage effective working relationships with internal and external stakeholders.</p> <p>Good written and oral communicational skills</p> <p>Good ICT skills especially in Microsoft applications</p> <p>CIPS Level 5 or currently working towards Level 5 Advanced Diploma in Procurement and Supply.</p> <p>Transforming Public Procurement e-learning; including completion of TPP Certification module.</p> | <p>Entry level qualification in a relevant discipline, e.g, HNC, HND or undergraduate degree.</p> <p>Chartered Membership of CIPS</p>   |
| <b>Knowledge</b>                             | <p>Knowledge and understanding of the legislation applicable to public procurement and the associated Policy, PPNs and Guidance</p> <p>Knowledge and understanding of the procurement requirements and operating processes of public sector bodies.</p> <p>Awareness of the Public Services (Social value) Act 2012</p>   | <p>A broad understanding of the sectors and markets that Fusion21 operates in.</p> <p>Knowledge and understanding of the structure and operation of centralised procurement authorities.</p> <p>Awareness and understanding of supply network relevant to Fusion21.</p> |

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| <b>Experience</b> | <p>Demonstrate successful experience of delivering procurement projects principally in the public sector.</p> <p>Management of open tender procedure.</p> <p>Ability to quickly ability to quickly analyse and understand market dynamics and identify key suppliers to inform and support the procurement process.</p> <p>Experience in using e-Procurement portal to manage end to end public sector procurement processes.</p> <p>An effective administrator with strong attention to detail, ensuring accuracy, consistency, and operational efficiency.</p> <p>Ability to follow Standard Operating Procedures and compliance frameworks.</p> <p>Experience of procuring works, goods and services under the Public Contract Regulations.</p> | <p>Procurement of multi-supplier commercial tools for use by Public Bodies such as frameworks, dynamic purchasing systems, and dynamic markets.</p> <p>Experience of using the Jaggaer e-Procurement platform to manage tendering activities.</p> <p>Using online applications; DocuSign, Dun &amp; Bradstreet, Constructionline, Companies House.</p> |
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| <p><b>Behaviours, Qualities and Attitude</b></p> | <p>Outstanding organisational and time management skills.</p> <p>Appreciates the impact they have on others and the impact others have on them.</p> <p>Ensures that own work plans, and priorities fit with the needs of others involved in delivering services.</p> <p>Shows awareness of team dynamics and acts to promote effective team working.</p> <p>Appreciates the efforts of others.</p> <p>Proactively takes ownership of individual and group delivery accountability.</p> <p>Monitors and shares results using feedback to improve delivery as appropriate.</p> <p>Reviews and identifies improvements to business processes and systems.</p> <p>Acts as a role model for others in demonstrating integrity and inclusiveness in all aspects of their work.</p> <p>Challenges where organisational values are compromised.</p> <p>Energetic, enthusiastic and motivated</p> | <p>Routinely seeks feedback and adapts their behaviour appropriately.</p> <p>Positively communicates and challenges others to establish agreement and commitment.</p> <p>Helps lead others towards common goals, providing clear objectives and offering appropriate support.</p> <p>Sets and shares clearly defined and aligned objectives.</p> <p>Develops plans and takes opportunities to engage stakeholders to contribute when needed.</p> <p>Uses networks to bring individuals and groups together to share information and resources and to achieve goals.</p> |
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**Prepared by**

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| Name:  | Mochamad Nurdyn  | Signature: |  | Date: | 01/06/26 |
| Title: | Head of Sourcing |            |   |       |          |

**Note:** This job description is not exhaustive and is not a comprehensive list of all the tasks that may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken. The post holder is also expected to carry out other duties which are broadly consistent with the role as identified below. This job description will be subject to periodic review, and it may be amended to meet the changing needs of the business. The post-holder will be expected to participate in this process, and we would aim to reach agreement on any changes.