



Northern Education Trust – Job Description

Job Title:	Procurement and Contracts Manager		
Base:	Academy		
Reports to:	Director of Estates	Grade:	SCP 40 - 43
Service responsibility:		Salary:	£35,444- £38,237 (FTE)
Additional:	Some travel may be required across NET sites.	Term:	37 hours per week, whole time.

JOB PURPOSE

- Working with the Chief Operating and Financial Officer to devise a pragmatic procurement strategy and contract management approach across the Trust and all of its academies in line with national best practice.
- To provide support to the Trust and its academies on procurement and contract management for support services liaising with other specialists i.e. ICT, Property, Finance, HR and Legal.
- To be the professional lead on all procurement and contracted aspects of the Trust operation and help put in place sustainable approaches.
- The overarching aim is to improve NET's VfM in accordance with the ESFA handbook

JOB SUMMARY

1. Develop the overall NET procurement policy and core guidance for all staff to align with and compliment other key documents such as the Financial Regulations and Scheme of Delegation and in line with the Academies Financial Handbook.
2. Establish robust systems to capture this information on an on-going basis in liaison with other colleagues. Work closely with the Chief Operating and Financial Officer, Director of Estates and Head of Finance as well as key support staff in the academies.
3. Support academies including academy councils (and clusters of academies) to understand the analysis and interpretation of this information, ensuring appropriate information security principles are maintained.
4. To manage key NET wide contracts such as catering and cleaning directly (where necessary with external technical support) ensuring the terms of contracts are fully complied with and that the aims, benefits and value for money of those contracts are fully realised.

5. Develop and co-ordinate an enhanced contract management function across NET in conjunction with the other NET contract leads i.e. for ICT, Building Services, Safeguarding and communications support.
6. Develop pragmatic approaches to procurement of all support services contracts, SLA's i.e. review historic arrangements with contractors and councils to ensure they still provide a value for money approach.
7. To compile reports for Leadership Team and Trustees on procurement and contract management issues providing clear recommendations.
8. Contribute to the production of other plans and strategies across the Trust, ensuring they utilise relevant the accurate data i.e revisions to the NET business plan.
9. Maintain the understanding of the changing approaches and guidance nationally such as that provided by the Government Commercial Services in relation to procurement to support the Trust and its academies contributing to wider policy developments and helping to develop best practice.
10. Develop and maintain positive and collaborative relationships with all of the academies and relevant external partners, agencies and stakeholders.
11. To promote and demonstrate equalities principles in all aspects of employment and service delivery.

GENERAL

1. To participate in wider Academy meetings and working groups as required.
2. All staff of the Northern Education Trust will abide by the one academy rule: **'All students and adults are expected to behave in a responsible manner both to themselves and others, showing consideration, courtesy and respect for other people at all times'**.

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Signed:

Date: