

Job Description

Post title	Head of Procurement
Grade	SM3
Directorate	Finance and Investment
Team	Procurement
Reporting to	Director of Finance & Investment
Responsible for	Allocated staff

Job Purpose

To provide authoritative, strategic leadership of the North East Combined Authority's procurement function, ensuring that procurement activity is fully aligned with the organisation's Corporate Plan and long-term strategic ambitions. The Head of Procurement will operate at senior leadership level, shaping the North East CA's commercial strategy, ensuring value for money, and embedding robust governance and compliance across all procurement activity.

The post holder will lead the development and implementation of the North East CA's procurement strategy, maximise social value and community wealth-building opportunities, promote sustainable commercial practices, and ensure that all procurement complies with statutory and regulatory requirements.

They will work collaboratively with senior officers, Members and partners, providing expert professional advice and supporting effective and transparent decision-making across the North East CA.

Duties and responsibilities

Listed below are the responsibilities this role will be primarily responsible for:

Strategic Procurement Leadership

- Provide strategic leadership, direction and professional expertise on all procurement matters across the Authority.
- Lead the development, delivery and continuous improvement of the Authority's procurement strategy, ensuring alignment with the Corporate Plan and long-term financial sustainability.
- Act as the North East CA's senior advisor on procurement, offering authoritative guidance to the Senior Leadership Team, senior managers and Members.

- Represent the North East CA at regional and national forums to influence policy, promote organisational priorities and strengthen external partnerships.
- Ensure procurement activity supports mission-led programme delivery across transport, green energy, skills, housing, economic development and global trade portfolios.
- Ensure the organisation is positioned to respond to emerging legislation including the Transforming Public Procurement regulations ([Procurement Act 2023](#)), ensuring a compliant, efficient and future-ready system.

Policy, Governance and Compliance

- Lead the development, implementation and review of procurement policies, procedures and corporate standards, ensuring they reflect best practice and statutory obligations.
- Ensure procurement complies with financial regulations, standing orders, legislation and value-for-money standards.
- Strengthen procurement governance, transparency and accountability, ensuring decisions can withstand audit, scrutiny and public interest.
- Provide high-quality procurement advice for Cabinet and Committee reports.

Operational & Commercial Leadership

- Lead the design and delivery of all procurement-related documentation and processes, including business cases, tender specifications, evaluation models, contract conditions and award processes.
- Oversee spend analysis, category planning and market intelligence to inform sourcing and support mission-driven investment programmes.
- Maintain a compliant and accurate contract register that supports risk management and forward planning.

Supplier & Market Development

- Lead engagement with suppliers, purchasing consortia and strategic partners to maximise value, innovation and social outcomes.
- Ensure supplier performance management frameworks deliver continuous improvement, commercial efficiency and contract compliance.
- Embed clear and measurable social value, including commitments that improve skills, employment, inclusion and community wealth-building.
- Support local SMEs, VCSEs and North East businesses to access procurement opportunities, contributing to the Local Growth Plan and regional economic development.
- Lead the integration of low-carbon and sustainable procurement standards aligned with the region's Green Energy Revolution mission.

Leadership, People and Culture

- Provide visible, inclusive and inspirational leadership, modelling the North East CA values and fostering a culture of collaboration, accountability and continuous improvement.
- Develop organisational capability, building procurement and contract management skills and awareness across all services.
- Ensure effective workforce planning, performance management and professional development.

Organisational responsibilities

- **Communication**

We communicate effectively with our peers, partners and local authorities and work collaboratively to provide the best possible outcomes. Communication between teams, services and partner organisations is imperative in providing the best possible service to the region.

- **Confidentiality**

All members of staff are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.

All members of staff must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and in using organisation information assets.

- **Health, Safety and Wellbeing**

We take responsibility for health, safety and wellbeing in accordance with the North East CA Health and Safety policy and procedures.

- **Performance Management**

We promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. You will contribute to the organisation's appraisal processes to ensure continuous learning and improvement and to increase organisational performance.

All members of staff will receive appraisals, and it is the responsibility of each member of staff to follow guidance on the appraisal process.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by their manager.

Values and Behaviours

Our values and behaviours are the things that are important to us, individually and as a team. They articulate the way we want to conduct ourselves. Combined, they work together to make us who we are, and we use them to anchor all that we do. The North East CA values are:

- Strive for brilliance.
- One team.
- Drive sustainability.
- Make it happen.
- Be inclusive.

Equalities and Diversity

We are committed to creating a fairer North East where everyone can thrive with aspirational jobs, new skills, and better homes. All employees are responsible for taking proactive steps to eliminate discrimination, advance equal opportunities and foster good relationships in every aspect of their work.

Special requirements of post

- **DBS**

This post is not subject to a disclosure.

- **Politically restricted**

The North East CA has designated that this post is politically restricted in accordance with the requirement of section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State.

Person Specification: Head of Procurement

The following criteria will be used to shortlist at the application stage and will be further explored at the interview stage.

	Essential	Desirable
Qualifications	• Relevant professional procurement qualification (e.g. CIPS) or equivalent professional experience. • Evidence of continuous professional development	• Leadership or management qualification
Experience	• Significant experience of leading procurement in a large and complex organisation, ideally within a public sector environment. • Demonstrable experience of developing and implementing procurement strategies and policies. • Experience of setting a vision and strategy; transforming the procurement service and managing a team through change. • Proven track record of delivering measurable value for money and service improvement. • Experience in managing teams, performance frameworks and service-wide procurement processes. • Extensive experience of contract management, post-tender negotiation and resolving commercial issues. • Experience of providing high-level professional advice to senior leaders and working within a political environment. • Experience of managing procurement budgets and contributing to wider financial planning.	• Experience representing an organisation at regional or national procurement forums. • Experience of leading cross-sector collaboration across regional or national procurement networks. • Understanding of political governance, committee processes and democratic decision-making.

Skills and Knowledge	• Expert knowledge of public procurement legislation, policy and best practice. • Strong understanding of commercial markets, category management and supplier engagement. • Ability to present complex information clearly and influence decision-making at senior levels. • Strong analytical and strategic thinking skills, including ability to interpret spend data and develop category strategies. • Advanced communication, negotiation and stakeholder-management skills. • Ability to prioritise competing demands in a fast-paced environment. • Digital literacy and the ability to promote innovative procurement systems and solutions. • Awareness of ethical procurement frameworks and anti-corruption principles. • Knowledge of data protection requirements within supplier management and contract documentation.	• Understanding of strategic commissioning, market-shaping and demand management. • Awareness of emerging procurement technologies, digital trends and data-driven procurement innovation. • Knowledge of social value measurement frameworks, including reporting tools and KPIs. • Awareness of community wealth-building principles and sustainable procurement standards.
Personal Qualities	• A visible, credible and collaborative leader. • Highly motivated, resilient and adaptable. • Strong personal integrity and sound professional judgement. • Ability to build positive relationships across the organisation and with external partners. • Confident, persuasive and able to influence at senior levels.	
Additional Requirements	• Ability to work flexibly, including hybrid working options. • Willingness to work outside normal office hours when necessary.	