

Procurement Manager

Society Division:	Finance
Society Reporting Unit:	Finance
Location:	Lichfield
Reports to (job title):	Senior Procurement Manager
Number of direct reports:	No direct reports
Number of in-direct reports:	No direct reports
Budget / Revenue Responsibility:	No budget responsibility
Key Stakeholders:	Head of IT, Head of IT Integration, Head of Procurement, Chief Financial Officer
Date of Job Description:	15 th September 2026

Role Purpose:

Based in Lichfield and reporting into the Senior Procurement Manager, the role holder will be a key member of the Procurement team and will challenge and influence the Society's wider Senior Leadership Team.

Lead the Procurement strategy for all IT (including e-commerce), Goods Not for Resale (GNFR). Working closely with the Head of IT, and Head of IT (Integration). This role will champion and deliver a robust and effective end-to-end procurement management process, including developing category procurement plans. The role will also have influence on wider transformation work streams, such as our new proposed Purchase to Pay solution, and utilisation of AI solutions to assist internal stakeholders with lower value / risk sourcing exercises.

Responsible for delivering greater supplier engagement through negotiation, performance management, innovation and co-operation. Occasionally situations may arise that require the post holder to perform other duties or tasks as may be reasonably requested by the Society, which could include running Procurement processes with other Co-operative Societies, or other categories.

This role is three days a week, office based in Lichfield 1 - 2 days a week, as agreed with Senior Procurement Manager, with the balance being remote.

Role Responsibilities:

- Responsible for the sourcing strategy for the 'IT' category of Goods Not For Resale
- Partner with Head of IT, Head of IT Integration, and Senior Management team to deliver full end-to-end procurement services

- Lead tenders to deliver materially better services and value to the Society and manage performance of multiple central contracts and suppliers across key categories
- Work collaboratively with other Societies to deliver greater benefit from increased scale and cooperation
- Challenge Head of IT, Head of IT Integration, and Senior Management to drive greater value in Procurement
- Utilise knowledge of the external marketplace across suppliers, customers and competitors to execute strategic sourcing & supplier management plans
- Work with suppliers to continually improve product and service delivery and to bring new innovations to the Society
- Assist the Head of IT and Head of IT Integration, in creating Procurement strategy, category management plans and cost reduction initiatives
- Support the development, communication & implementation of Procurement strategy, contract management process and policies across the Society
- Work with senior stakeholders to define requirements and actively seek opportunities to share best practice across the wider business.
- Enhancing existing supplier relationships to drive performance and deliver ongoing innovation.
- Has responsibility for targeting IT tail-management opportunities, which include ad-hoc spend and consolidation strategy
- Develop and deliver MI, spend analysis and insights to drive Procurements decisions across the society.
- Occasionally situations may arise where other duties or tasks may be required as reasonably requested by the Society.

Qualifications & Experience:

Essential Experience

- At least 5 years demonstrable experience, of having worked at a Category Manager level for IT Procurement, or Corporate Services, which included IT.
- Working experience of IT, should include having managed large IT vendors such as IT resellers, software vendors such as Microsoft, E-Commerce vendors, Telecom vendors and IT Security vendors.
- Demonstrable experience of understanding license and commercial models for SaaS and Cloud Computing, and being able to negotiate SaaS Agreements and IT Professional Service Statement of Works.
- Experience of conducting tenders across IT, but also other Indirect categories
- Understanding of Whole Life Cycle Management

- Ability to communicate effectively with wide range of audience and present data in an understandable way
- Excellent communication skills with the ability to influence senior stakeholders
- Strong analytical and IT skills
- Good commercial awareness and understanding of Value for Money
- Capable of identifying and implementing savings
- Able to demonstrate self-motivation and drive
- Experience of undertaking market research

Desired Qualifications

- Educated to Level 4 CIPS with a desire to continue gaining further levels of the recognised Procurement qualification