

Our Purpose

Working together to secure a thriving future for the railway and for the communities we serve

Your Role: Senior Procurement Manager

Your Purpose

You will support to the Head of Procurement in delivering required UCR compliant procurement activity and sourcing strategy across both *direct* and *indirect* categories of: Engineering, Infrastructure, Operations, Commercial, Communications, HR & Finance.

You will provide leadership and direction to Procurement Managers and wider team members, ensuring strong governance, consistency of approach, and adherence to UCR and company policies. Through close collaboration with stakeholders, you will strengthen supplier relationships, improve contract performance, and enhance the overall effectiveness of procurement in supporting operational and business objectives.

You will also act as deputy to the Head of Procurement when required, representing the function at senior forums, supporting governance approvals and systems, and providing executive-level insight and support.

Your Talents

- ✓ **A Procurement expert** - Comprehensive understanding of procurement processes, governance, UCR and contract law
- ✓ **MCIPS** or equivalent transferrable degree or professional qualification
- ✓ **Supply chain specialist** and proven experience in supply chain planning, P2P systems and e-tendering tools
- ✓ **Contract management** – Experienced in post-contract management and driving performance through SLAs
- ✓ **Stakeholder focused** – Able to manage and influence at all levels
- ✓ **Commercially aware** – Applying commercial judgement to deliver value and support business outcomes
- ✓ **Analytical thinker** – You use data, reporting and insight to solve problems and inform decision making
- ✓ **PA23 exposure (desirable)** – Experience working within PA23 regulations



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Your Responsibilities & Accountabilities

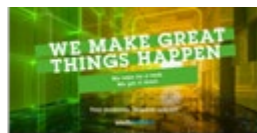
- ✓ Work with the Head of Procurement, contract managers and stakeholders to develop procurement strategies and define requirements
- ✓ Manage direct reports, including setting objectives, supporting development, and undertaking performance reviews and 1-2-1s
- ✓ Deliver high-value, UCR-compliant procurement projects in line with the wider procurement and commercial strategy
- ✓ Coordinate team activity to ensure delivery against agreed timescales
- ✓ Maintain and update departmental templates, guidance and procurement documentation
- ✓ Support the drafting of revenue and sales agreements and advise stakeholders on service delivery obligations
- ✓ Provide commercial expertise to support supplier negotiations and secure value for money outcomes
- ✓ Oversee iProcurement purchase order approvals, ensuring correct sourcing and contractual governance is in place
- ✓ Ensure appropriate health and safety documentation is in place for supplier activities on site
- ✓ Advise stakeholders on procurement processes, procedures, governance and business case development
- ✓ Undertake market research and support supplier development to meet business needs
- ✓ Liaise with Finance Business Partners to confirm budgets and approvals for new contracts
- ✓ Support wider group and business initiatives, including cross-organisation procurement and best practice sharing
- ✓ Support the Head of Procurement in delivering forums to share knowledge, information and best practice

What We Trust you to Do – (Authority to Act)

- ✓ Approve supply chain strategies and contract awards up to UCR thresholds, submitting to Finance for final sign-off
- ✓ Recommend strategies and awards above thresholds to the Head of Procurement and Finance Director
- ✓ Negotiate commercial and contract terms with suppliers, working with Legal and the Head of Procurement
- ✓ Authorise iProcurement and EMS purchase orders when deputising for the Head of Procurement

Our Ways of Working

- ✓ **We think what if**
We see something we could do better. We get involved.
- ✓ **We show we care**
We look out for people. We do what we can to help.
- ✓ **We make great things happen**
We take on a task. We get it done.



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Approved by Kelly Fry, Head of Procurement

