

Our Purpose

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

Your Role: Head of Procurement

Your Purpose

In this role you will provide inspirational leadership to your procurement function & shape and deliver compliant, forward-thinking sourcing strategies that drive value, social impact and sustainable outcomes. You'll be the business lead on everything from strategic tenders and supplier relationships to contract renewals, helping us get the best from our supply chain while ensuring legal and regulatory compliance with Public Procurement Act 2023 (PA23) legislation.

You are a trusted partner to senior leaders, supporting change and transformation as we embark on our journey towards Great British Railways.

Your Talent's

- ✓ **You dare to Lead** - Inspiring leadership is what you do best
- ✓ **PA23 Pro** (anything you don't know about the Public Procurement Act 2023, is not worth knowing)
- ✓ **MCIPS** or equivalent transferable degree or professional qualification
- ✓ **P2P** – you know your way around procure to pay
- ✓ **You dot the I's & cross the T's** – You have comprehensive knowledge of contractual documentation & governance
- ✓ **Solid stakeholder management** – You know how to manage all the moving parts
- ✓ **You are a negotiation pro**



Your Responsibilities & Accountabilities

- ✓ Inspire your team with your leadership and drive a high performing procurement function
- ✓ Develop and influence procurement strategies to deliver organisation and industry objectives, including social value
- ✓ Deliver the long-term strategy, working with our owning group (DFTO) and group subsidiaries
- ✓ Accountability for Southeastern's sourcing activities, including end to end tender processes
- ✓ Ensuring effective governance and compliance with Procurement legislation (PA23 or as succeeded)
- ✓ Accountable for the accuracy and maintenance of Southeastern's contract database
- ✓ Collaborate with other Group companies to deliver economies of scale and share best practice

What we trust you to do – (Authority to Act)

- ✓ Approve supply chain strategies and contract award recommendations for all Southeastern contracts, submitting to the Finance Director for authorisation
- ✓ Negotiate commercial and contract terms for contracts
- ✓ Authorise i-procurement and EMS purchase orders in accordance with the Delegated Financial Authority

The way we work (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.



Date created 11/07/2025

Approved by Paul Barlow, Finance Director

