

JOB DESCRIPTION & PERSON SPECIFICATION

Procurement Manager

Location: ISHA, 102 Blackstock Road, Finsbury Park, N4 2DR

Reports to: Head of Partnerships, Procurement and Energy

Direct reports: None

Team: Partnerships, Procurement and Energy

Directorate: Development

JOB SUMMARY: To lead and manage the organisation's procurement function, ensuring all goods, works, and services are procured in a compliant, transparent, and value-driven manner. The role supports the delivery of safe, high-quality homes by securing effective contracts, managing supplier performance, and embedding strong commercial governance across the organisation.

PRINCIPAL RESPONSIBILITIES:

Strategic procurement leadership

1. Develop and deliver the organisation's Procurement Strategy aligned to corporate objectives, asset management plans, and building safety requirements.
2. Lead category planning across repairs, planned works, compliance services, professional services, and corporate spend.
3. Provide expert advice to senior leaders on commercial risk, contract structures, and market conditions.

Compliance and governance

4. Ensure procurement activity complies with all relevant current legislation and best practice, internal standing orders, and audit requirements.
5. Maintain robust procurement governance, including tender documentation, evaluation frameworks, and contract award processes.
6. Oversee procurement risk registers and ensure appropriate mitigations are in place.

Tendering & Contracting

7. Lead end-to-end procurement processes including market engagement, tender design, evaluation, negotiation, and contract award.
8. Develop and maintain standard procurement templates, including ITTs, PQQs, scoring matrices, and contract terms.
9. Ensure contracts include clear KPIs, performance measures, and social value commitments.

Supplier and contract management

10. Work with operational teams to embed strong contract management practices across the organisation.
11. Monitor contract management and supplier performance, escalate underperformance, and support contract reviews and re-procurement decisions.
12. Build positive, professional relationships with key contractors and suppliers.

Financial and commercial management

13. Deliver cost savings, efficiencies, and improved value for money across all procurement categories.
14. Support budget holders with commercial forecasting, contract variations, and spend analysis.
15. Lead commercial negotiations to secure favourable terms and long-term value.

Data, Reporting & Insight

16. Maintain accurate procurement and contract data, ensuring visibility of contract expiry dates, spend, and performance.
17. Produce reports for Executive Team, Audit & Risk Committee, and Board.
18. Use data to identify opportunities for consolidation, innovation, and improved commercial outcomes.

Culture, Collaboration & Continuous Improvement

19. Promote a culture of commercial awareness and compliance across the organisation.
20. Provide training and guidance to colleagues on procurement best practice.
21. Drive continuous improvement, innovation, and sustainability within procurement activity.

ESSENTIALS: In addition to the principal accountabilities of the role, there are several significant elements that we deem them essential for every role at ISHA:

Champion equity, diversity and inclusion in all aspects of work, ensuring policies are actively applied and the principles of fairness, inclusion and respect are positively promoted with colleagues, residents and wider stakeholders.

Maintain a safe, compliant and responsible working environment by ensuring full adherence to health and safety and data protection requirements, and by promoting practices that protect personal wellbeing, organisational data and the safety of others.

Ensure organisational priorities are met through flexible and responsive working, adapting approach and taking on additional reasonable responsibilities as required to support the needs of the team, directorate and ISHA, as and when required.

PERSON SPECIFICATION		Essential	Desirable
Right to work in the UK			
1.	Proof of eligibility to currently work in the UK.	✓	
Education and Qualifications			
2.	Good general education with excellent literacy and numeracy skills.	✓	
3.	CIPS qualification, level 5 or above or working towards it.	✓	
Experience			
4.	Substantial experience in all aspects of procurement	✓	
5.	Experience using frameworks and other contracts for procurement	✓	
6.	Experience managing procurement in a regulated environment (housing, local authority, NHS, utilities, etc.).	✓	
7.	Proven track record of delivering complex tenders and high-value contracts.	✓	
8.	Experience of working in the housing sector.		✓
Knowledge & Skills			
9.	Excellent interpersonal and emotional intelligence skills.	✓	
10.	Excellent commercial acumen, negotiation skills, and analytical ability.	✓	
11.	Ability to influence senior stakeholders and build strong cross-functional relationships.	✓	
12.	Strong knowledge of public sector procurement, PCR 2015, and upcoming UK procurement reforms.	✓	
13.	Strong understanding of contract management principles and supplier performance frameworks.	✓	
14.	Highly developed communication skills, including the ability to share complex information with others (individuals and groups).	✓	
15.	Experience of procurement, particularly with a Housing association	✓	
16.	Excellent organisational and project/time management skills with the ability to manage a busy workload with competing deadlines.	✓	
17.	A high level of proficiency using Microsoft Office.	✓	