

Head of Procurement

Salary: £62,160 - £65,814 per annum (Grade 14)

Contract type: Full Time; Permanent

The challenge

As Wales' largest awarding body, at WJEC we contribute to our education communities by providing trusted qualifications and specialist support, to allow our learners the opportunity to reach their full potential. This is a fantastic chance to be part of an organisation that both encourages and enhances the minds of tomorrow.

The role:

Working within our Finance function, you will be the technical and business lead for all procurement matters, with responsibility for the design and maintenance of WJEC's Procurement and Purchasing policies including monitoring and reporting on compliance.

The person:

We're looking for a strong communicator, with the ability to work collaboratively and flexibly with immediate team members and other colleagues across WJEC, as well as external stakeholders. You will have experience of senior procurement or expenditure management within a medium or large business entity. Ideally for this role, you will be CIPS qualified.

Our benefits:

WJEC is a welcoming and supportive organisation, which is proud to offer a range of generous employee benefits including: 25 days annual leave a year (plus 16 statutory/ additional days), training and development opportunities including free Welsh language courses, and a good pension scheme.

This role is a hybrid post, enabling the successful candidate to split their time between WJEC offices and working at home, subject to personal preference and business need.

If you would like to know more about the position or about working for WJEC, please contact HR@wjec.co.uk / dj.medway@head4talent.com who would be more than happy to speak to you.

Please visit [our website](#) to download a copy of the job description and application form.

Closing date: Friday, 14 March 2025

JOB DESCRIPTION

Job Title:	Head of Procurement
Department:	Finance
Section:	Finance
Responsible to:	Director of Finance
Grade:	14
Location:	Western Avenue

Main purpose of Job:

To take ownership of procurement and purchasing policies and procedures across the organisation and to support the business in all procurement activities, ensuring that policies and procedures are complied with.

Principal Duties and Responsibilities:

Policies and Procedures

- Responsibility for the design and maintenance of WJEC’s Procurement and Purchasing policies, creating, implementing and reviewing procurement and purchasing strategies that are cost effective and will support WJEC in delivering value for money whilst balancing the need for the supply of quality goods and services.
- Lead on designing business contracts to have the appropriate balance of risk and reward with clear mechanisms to manage value throughout the life of the contract with appropriate incentives and penalties.
- Implement and manage robust procurement and contractual arrangements across WJEC to ensure all procurement and contractual activity is tracked, managed and supported effectively in line with the needs of the business.
- Ensure WJEC maintains compliance with European / UK procurement law (where applicable) and WJEC Financial Regulations in all procurement activity.
- Identify and implement policy or process changes and improvements required as a result of current and forthcoming developments in all relevant procurement legislative requirements.
- Ensure that effective accounting and control systems are in place for WJEC in respect of financial processing, communicating and documenting these processes and ensure that they reflect current legislation and WJEC's policies and procedures.
- Ownership, management and continuous improvement of procurement procedures and processes.
- Monitor and report on the compliance with WJEC Procurement policies and procedures.

Business Support

- Technical and business lead for all procurement matters.

- Provide staff with the necessary guidance, training and information to enable them to act in accordance with procurement and purchasing policies and procedures.
- Ensure that all new starters are provided with the appropriate procurement and purchasing information as part of their induction.
- Ensure that the Finance section on Hwb contains appropriate and relevant information relating to Procurement and Purchasing and to take the lead role in ensuring that the pages are kept up to date.
- Support business leads with the preparation of any business cases required for the approval of procurement activity, including supporting with any reports required to be presented to the Board of Directors.
- Support business leads with contract management activities as appropriate.

Tenders

- Design, implement and maintain standard tender documentation.
- Oversee all tender activity and provide support and guidance to the business as appropriate, including providing advice and guidance in establishing requirements, assessment criteria and cost / quality mix.
- Support the business as required in assessing tender responses for the supply of goods and services.
- Ensure Financial regulations and procurement procedures are followed, including verifying quotations for high value transactions as appropriate.

Contract Database

- Compile and maintain a central database for all WJEC contracts in order to centralise and monitor contract end dates and instigate any required procurement activity or renegotiation of terms.

Suppliers

- Maintain a database of all WJEC suppliers, ensuring that all appropriate information is centrally recorded and that GDPR requirements are adhered to.
- Manage the engagement and use of new suppliers, ensuring that all new suppliers are appropriately vetted, including but not restricted to considering conflicts of interest, confidentiality and modern slavery requirements.
- Ensure that all potential supplier and preferred suppliers can demonstrate appropriate quality, health and safety and environmental accreditations and satisfy the ambition of our carbon reduction programme.
- Work with business areas to create and maintain a preferred supplier list for key WJEC supplies.

Transaction Processing

- Purchase Ordering: Support the Procurement Support Office in undertaking a gatekeeper role to WJEC Purchase Order workflows, ensuring purchase requests have the necessary authorisations and supporting information before transactions are recorded and official documentation is issued to external providers.
- Invoice Processing: With due care to segregation of duties, to support the Transactions Team as appropriate in checking, processing, and payment of purchase ledger invoices and support the team in ensuring that all expenditure is processed in accordance with the WJEC's relevant policies.
- Payment Practices: Work with the wider Finance team to ensure that WJEC is focussed on paying its suppliers within the agreed payment terms.

Data and Reporting

- Ultimate responsibility for the accuracy of all data and MI in relation to Procurement and Purchasing.
- To ensure that Payment Practices reporting follow statutory requirements.
- To develop reports to support the MI requirements and aspirations of the organisation, working in conjunction with the Business Intelligence team as appropriate.

External Funding Contracts

- Appraise, review and advise on the terms and conditions of external funding contracts, providing recommendations to business managers as necessary.

Insurance

- To lead on all insurance related activities, including:
 - WJEC lead for all insurance matters, including being WJEC's lead contact with insurance brokers and insurers.
 - Financial analysis and information for renewal, new policies and queries.
 - The collation of non-financial information for renewal, new policies and queries, including liaising with other WJEC colleagues as appropriate.
 - Financial management of any insurance claims.
 - Consideration and review of insurance policies and terms.

Other

- **Organisational Strategy:** Contribute to the strategic direction of WJEC and implement and develop improvements and initiatives to support WJEC's strategy.
- **Line management responsibilities:** Management and development of the team, including 1:1 meetings, performance management review meetings, team meetings, training and performance management and to ensure effective working relationships with other Finance team members and the wider organisation.
- **Statutory Accounts:** Support the Head of Financial Reporting as required in the year end process, including providing information and analysis as appropriate.
- **Internal and External Audits:** Manage and coordinate internal and external audit relationships for all contractual and procurement process related audits and manage and monitor progress with regards to audit recommendations as necessary.
- **Internal and External Collaboration:** Lead and participate in procurement, contracts and other financial processes user groups and represent WJEC (where necessary) in external user groups and other collaborative ventures.
- **Systems:** Input into the development of Finance systems and wider organisational systems as appropriate, with lead responsibility on all matters in relation to Procurement and Purchasing.
- **Board of Directors Information:** Support the Director of Finance in the preparation of financial information and papers for Board and Sub-Committee meetings as required and lead on the preparation of all information relating to Procurement and Purchasing.
- **Other duties commensurate with the grade,** as may be requested by the Director of Finance, especially contributing to a team approach to workload demands elsewhere within the Finance team.
- To understand and comply with all WJEC policies and procedures detailed in the Staff Handbook; in particular, ensuring you understand your role and responsibilities in relation to Safeguarding, Information Security, GDPR, Confidentiality, Welsh language and Health, Safety and Environment.
- Participate actively in supporting the principles and practice of equality of opportunity as laid down in WJEC's Equality & Diversity Policy, embedding ED&I into all projects, policies and practices.
- To be a pro-active team-member, contributing positively to meetings and projects in support of WJEC aims and objectives.
- To engage in personal and professional development activities relevant to the role.

Person Specification	
Job title:	Head of Procurement
Department:	Finance

Highly Desirable criteria are the optimum skills and experience the applicant will ideally have. Desirable criteria are those which would add value to the job if present, and also include potential for growth and development into the role.

Skills and Abilities

Essential

- Ability to create, set up and manage procurement processes, procedures, standard templates and workflows and embed them into the finance department and wider organisation.
- Excellent communication and inter-personal skills, with the ability and confidence to present and train financial and non-financial specialists.
- Be able to work at pace and have a track record of delivery.
- Ability to engage with staff at all levels and to influence, persuade and bring differing perceptions together.
- Excellent General IT skills – including intermediate level in Microsoft Excel and Word.
- Ability to identify and communicate potential problems and suggest workable solutions.
- Ability to work independently as well as within a team.

Desirable

- Ability to communicate through the medium of Welsh.

Knowledge

Highly desirable

- Current working knowledge of procurement law and standard procurement practice and applying this to the specific purchasing requirements of an organisation.

Experience

Highly desirable

- Senior procurement or expenditure management experience within a medium or large business entity.
- Experience of setting up value for money controls and evidencing added value transactions.
- Experience of successfully creating procedures for new supplier validation and set up.
- Experience of drafting procurement contracts and using negotiation and persuasion skills to obtain stakeholder buy-in.
- Experience of managing high volume expenditure transactions and ensuring controls are effective and expenditure guidance is adhered to.
- Experience of delivering training programmes to financial and non-financial staff.
- Experience of preparing reports for management.

Desirable

- Experience of operating in Finance within the Education Sector.
- Experience of working with "workflow" related systems and processes.
- Experience of managing teams.

Training / Qualifications

Highly desirable

- CIPS qualified.

Other Requirements

The following competencies (behaviours and characteristics) have been identified as key to success in the job:

- **FOCUSING ON INTERNAL AND EXTERNAL CUSTOMERS AND BUSINESS NEEDS** – Meets the needs of customers and understands the business.
- **COMMUNICATING EFFECTIVELY** – Demonstrates high quality interpersonal and communication skills.
- **DELIVERING OUTCOMES** – Strives for and encourages continuous improvement and consistently delivers high quality services and products.
- **MANAGING SELF AND PERSONAL SKILLS** – Takes personal responsibility for own development and the development of their team and always acts professionally.
- **LEADING, DEVELOPING AND MANAGING PEOPLE** - Delivers high performance by leading and motivating, demonstrating people matter to WJEC through encouraging people to achieve their potential.
- **PROVIDING DIRECTION** - Provides clear leadership consistent with WJEC's vision, mission and core values.
- **ANALYTICAL THINKING** – Able to simplify basic problems, processes or projects into component parts, explore and evaluate them systematically.
- **PLANNING AND ORGANISATION** – Able to think ahead in order to establish an efficient and appropriate course of action. Prioritises and plans activities taking into account all the relevant issues and factors such as deadlines and resources.
- **INFLUENCING AND PERSUADING** – Able to present sound and well reasoned arguments to convince others. Can draw from a range of strategies to persuade people in a way that results in agreement or behaviour change.
- **MANAGING RELATIONSHIPS AND TEAM WORKING** – Able to build and maintain effective working relationships with a range of people.

Telerau ac Amodau Gwasanaeth		Terms and Conditions of Service	
Teitl y Swydd / Job Title:	Pennaeth Caffael / Head of Procurement		
Cyflog / Salary:	£62,160 - £65,814 y flwyddyn / per annum	Gradd / Grade:	14
Gwyliau Blynnyddol / Annual Leave:	25 Diwrnod y flwyddyn. Mae CBAC yn caniatáu 16 o ddyddiau statudol / ychwanegol o wyliau yn ogystal ar hyn o bryd. Pro rata. 25 Days per annum. In addition, WJEC currently allows 16 statutory / additional holidays. Pro rata.		
Pensiwn / Pension:	Gweithredir darpariaeth y Ddeddf Bensiwn Llywodraeth Leol. The provision of the Local Government Superannuation Act apply.		
Math o Gytundeb:		Contract Type:	
<input checked="" type="checkbox"/>	Llawn amser / Full-time		
<input type="checkbox"/>	Rhan amser / Part-time	Nifer yr oriau yr wythnos / No. of hrs per week	
<input type="checkbox"/>	Llawn amser, Tymor Cyfyngedig / Full-time, Limited Term	Diwedd y Tymor / End of Term	
<input type="checkbox"/>	Rhan amser, Tymor Cyfyngedig / Part-time, Limited Term	Diwedd y Tymor / End of Term	/ /
		Nifer yr oriau yr wythnos / No. of hrs per week	36.5
Dull Ymgeisio:		Method of Application:	
<p>Dylid anfon ffurflenni wedi'u llenwi ar e-bost at dj.medway@head4talent.com erbyn dydd Gwener 14 Mawrth 2025.</p> <p>Completed forms should be sent by email to dj.medway@head4talent.com by Friday 14 March 2025.</p>			