



Highlands and Islands Enterprise
Iomairt na Gàidhealtachd 's nan Eilean

Job description and person specification

Job title	Senior Procurement Manager
Reporting to	Head of Procurement
Direct Reports	None. No direct line management responsibility, although collaborative working with other team colleagues.
Grade	E
Duration	Permanent
Location	Inverness (preferred) / hybrid working; other HIE office locations will be considered
Hybrid working	Whilst the preferred base for the role is Inverness, and there will be a requirement to attend the office, we have a flexible approach to working and can consider hybrid working for applicants based at any HIE office locations.

Organisational overview

We're Highlands and Islands Enterprise, the Scottish Government's economic and community development agency for a region covering more than half of Scotland, including more than 90 inhabited islands. We work with communities, enterprises, and stakeholders to unlock our region's potential for growth and progress, while driving fair work and net zero practices. Our purpose is to build and sustain a greener, fairer and more resilient region that benefits everyone. We offer support and investment to a wide range of projects that deliver on our priorities, which include a growing workforce, increased productivity, innovation and wages, and a just transition to net zero.

Position overview

In this Senior Procurement Manager role, you will be part of the Procurement Team, a team of four which provides procurement services to the organisation. You can be located at a HIE office location in the Highlands and Islands region, with occasional travel to Inverness.

You will be responsible for leading and managing a variety of procurement processes and the provision of procurement related advice. This may include high value and/or high risk related strategic procurements.

You will help deliver HIE's Procurement Strategy objectives and Action Plan and maintain procurement records on behalf of HIE.

A key part of this role will be to bring fresh thinking to HIE's work in this field and make a positive contribution to HIE's continuous development as a progressive organisation where staff are empowered to use their full potential to benefit Scotland's economy. This is in line with our people values.

Key responsibilities of the role

This post will help support the Procurement team on a wide range of procurement tasks to help:

- Lead and manage medium/high value and medium/high risk procurement processes (including market research, strategy development) for teams across HIE via Public Contract Scotland and deliver maximum value for money. Procurements may include construction/works and pre commercial procurements. You may be asked to lead and manage low/medium value/risk procurements – tenders valued £50k and above, Quick Quote tender processes and framework agreement call-offs, from the start to the end of the process.
- To be a contact point for the provision of strategic (including the consideration of best value) and operational procurement and contract/supplier management related advice and guidance to end users – including procurement legislation and internal governance and processes, documentation, contract and supplier management and helping to ensure compliance to avoid business exposure to litigation and reputational risk.
- Support, develop and implement best practice, procurement processes, and documentation and be proactive in the implementation of new and innovative methodologies and technologies including benchmarking.
- Support the Head of Procurement with annual procurement reporting requirements.
- Assist with Procurement and Commercial Improvement Capability assessment preparation and evidence gathering.
- Actively contribute to the development and/or review of HIE's joint procurement strategy and action plan.
- Support with raising supplier awareness about procurement opportunities and supplier development in their ability to bid for tenders.

Key corporate responsibilities

- Promote a climate of accountability, openness, collaboration and innovation.
- Ensure compliance with all aspects of HIE governance, including risk management, handling conflicts of interest, and ensuring HIE's audit and compliance requirements are met.
- Ensure optimum use of internal management systems.
- Take responsibility for own learning and development, keep continuous professional development (CPD) records up to date.

For developmental or operational reasons this role may occasionally contain some elements of work that are either more or less demanding than described above.

Salary and benefits

We aim to appoint at the minimum end of the salary scale to allow progression throughout the grade range.

This post comes with a competitive benefits package including excellent contributory staff pension arrangements, life assurance, generous annual and special leave entitlements, flexible working, continuing professional development and a variety of staff benefits, e.g., employee assistance programme, employer supported volunteering, cycle to work scheme, health and wellbeing club membership subsidy and other staff discounts.

Aspiring to make a difference

HIE is an outward-looking, forward thinking, customer-focused organisation whose staff are empowered to use all their talents, skills, and knowledge.

For 60 years HIE's activities have been characterised by a drive to innovate and make a difference and our staff identify very strongly with this. The strength of HIE's culture is evidenced by a committed workforce passionate about building a prosperous, inclusive, and sustainable region attracting more people to live, work, study, invest and visit.

HIE's organisational values:

- We are passionate about our purpose and proud to make a difference to the region we serve
- We are outward-looking and think long-term
- We are customer-focused
- We work together and learn from each other
- We are committed to excellence and innovation
- We encourage diversity and respect each other
- We network and collaborate - inside and out
- We listen and communicate clearly

Our commitment to equality, diversity, and inclusion

We are committed to recruiting, promoting, and developing our people solely on the basis of their ability to contribute to HIE's objectives, without regard to their sex, race, disability, religion, national origin, ethnicity, sexual orientation, age, or marital status.

HIE employs staff in locations across the region, encourages flexible working and seeks to employ people with different ideas, styles, and skill sets, each able to contribute in unique ways. This diversity engenders a richer, more creative environment – one in which our people develop, and clients are better served.

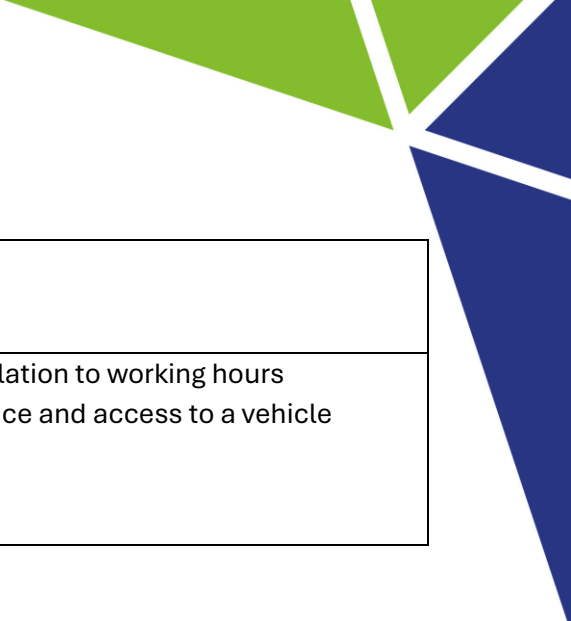
This diversity and the sharing of knowledge, skills, and experience make us a stronger organisation. These are qualities we value and continue to enhance which are in line with our people values.

As a public sector employer, HIE has a key focus on the wider social inclusion agenda. HIE is accredited as a Real Living Wage employer and supports a number of national initiatives ranging from; demonstrating commitment to the Social Impact Pledge, encouraging volunteering, engaging in the Digital Public Services agenda, meeting the Investors in People standard, developing the young workforce, adopting fair work principles as well as being recognised nationally as an award-winning family friendly employer by Family Friendly Working Scotland, Carers Scotland, and Working Families UK.

HIE has equal respect for Gaelic and English. We welcome any communication in Gaelic. We will respond to Gaelic communication just as quickly as we respond in English.

Tha spèis cho-ionannachd aig HIE airson na Gàidhlig agus na Beurla. Tha sinn a' cur fàilte air conaltradh sam bith anns a' Ghàidhlig. Freagarraidh sinn conaltradh sa Ghàidhlig ceart cho luath 's a fhreagras sinn sa Bheurla.

KEY CRITERIA	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Procurement related qualification or studying towards it • Good standard of formal education 	<ul style="list-style-type: none"> • Education to degree level in a business or commercial discipline • Project management qualification
Work experience	<ul style="list-style-type: none"> • Significant experience of leading on public sector procurements and relevant regulations and procedures (including Procurement Regulations and Procurement Reform Act) • First-hand experience across a diverse range of procurements • Experience of providing advice and guidance on procurement legislation • Experience of providing strategic procurement related advice on high value and/or high risk procurements • Experience of working to deadlines • Experience of working as part of a team, in an office environment, but also able to work on own initiative 	<ul style="list-style-type: none"> • First-hand experience of construction/works related procurements • First-hand experience of Pre-Commercial Procurements • Line management/supervisory experience
Skills and abilities	<ul style="list-style-type: none"> • Good communication and interpersonal skills • Experience and ability to influence and negotiate effectively where necessary • Knowledge and understanding of Procurement Regulations and Procurement Reform Act • Experienced at using Public Contracts Scotland • Strong IT skills, particularly in the use of Microsoft Office, e.g., Word, Excel and Outlook • Ability to manage a varied workload and prioritise as appropriate 	<ul style="list-style-type: none"> • Knowledge/experience of using Public Contracts Scotland Tender • Gaelic language skills (speaking, reading, or writing)



	<ul style="list-style-type: none">• Highly organised with strong attention to detail• Experience and ability to use own initiative and think creatively to find solutions	
Job circumstances	<ul style="list-style-type: none">• Availability to travel if required	<ul style="list-style-type: none">• Occasional flexibility in relation to working hours• A full, current driving licence and access to a vehicle