

<b>Role:</b>	Head of Procurement
<b>Location:</b>	Home
<b>Contract Type:</b>	Permanent
<b>Salary:</b>	£67,500

The University Caterers Organisation (TUCO) Ltd is an independent not for profit company owned by Higher & Further Education institutions that are its members. Its aim is to provide procurement support, training and advice to those working in public sector catering. TUCO members are primarily UK universities and colleges.

TUCO offers an amazing working environment and inclusive culture, with flexible working for all staff and opportunities to grow, implement new ideas and travel across the UK and beyond.

We are seeking a highly skilled and experienced procurement individual to lead our contracting team and drive value for money across our contracting programme.

Reporting to the Chief Executive, as the Head of Procurement, you will play a pivotal role in managing TUCO's contracting activities, working with our members to ensure the best value for goods and services, while overseeing a dynamic and collaborative team. This senior leadership role offers a unique opportunity to shape TUCO's contracting strategy and make a significant impact across public sector catering, driving efficiencies and value in the supply chain.

Additionally, the role includes working closely with our existing, and new, members to understand the scope of their requirements, build relationships and increase the take up and spend against our agreements.

### **Key Responsibilities:**

- Lead and develop the TUCO contracting strategy.
- Manage and coordinate the contracting team's workload, ensuring timely and efficient execution of Procurement
- Oversee the development and implementation of key contract documents (e.g., category strategies, ITT documents, contract award recommendations).
- Foster strong relationships with members, ensuring they secure value for money and effective purchasing solutions.
- Represent TUCO at national HE and other sector body events.
- Lead and deliver presentations and seminars as required
- Monitor contract performance and grow contract take-up within the membership
- Collaborate with members to drive new opportunities and continual improvement.

**About You:**

- MCIPS qualification is essential, with a commitment to pursue further academic or professional development.
- Proven experience working at a senior level in procurement, ideally in a collaborative environment.
- Expertise in procurement, supplier relationship management, contract management, and category management.
- Strong knowledge of public sector procurement regulations and financial/legal aspects of procurement.
- Excellent communication, leadership, and stakeholder management skills.
- Ability to build and maintain relationships with key suppliers and stakeholders.

**Desirable qualifications/experience:**

- Experience within the food procurement sector.
- Knowledge of corporate social responsibility and sustainability practices.

**What we offer:**

- Great work-life balance, as the full-time working week is 36.25 hours per week.
- Permanent work from home.
- Flexible working.
- Performance based pay award.
- Annual percentage pay award.
- Salary sacrifice scheme.
- Life Insurance - Death in service.
- Payment of professional membership fees e.g. CIPS/IoD.
- Team Building Events.
- Provision of Mobiles, iPads, laptops where appropriate.
- Childcare Vouchers.
- Free calls, texts and data on mobiles.
- Generous Pension Scheme, up to 24% employer contribution.
- 25 days annual leave for full time.
- Enhanced annual leave for long service.
- Christmas Closure – 3-4 Days.
- Paid sick and compassionate leave.
- Enhanced maternity pay.
- Paid volunteering leave.
- Access to training and networking events.
- Opportunities for study tours.
- Ability to buy an extra week of leave per year.
- Reward & Recognition Policy.
- Celebration Lunches.
- Ability to purchase redundant equipment.
- Holiday carryover.
- Free samples.
- Costco Membership.
- Private health & dental care.
- Continuous professional development.

## **JOB DESCRIPTION for Head of Procurement**

### **STATEMENT OF JOB PURPOSE:**

To lead the contracting team and provide compliance and value for money in all areas of the TUCO contracting programme. To manage and lead on a portfolio of agreements working with members and Tender Working Parties.

### **MAIN DUTIES AND RESPONSIBILITIES**

1. Direct and develop the TUCO contracting strategy.
2. Manage, coordinate and allocate the work of the TUCO contracting staff in all matters relating to contracting.
3. Manage all aspects of TUCO's contracting activities ensuring they provide a structure for members to mutually to secure value for money in matters relating to the purchasing of goods and services.
4. Contribute to the development, implementation and monitoring of TUCO Strategy.
5. Continual identification of new work-plan opportunities.
6. Approval of all contract documentation including awards.
7. Monitor and review the performance of the contracting team through monthly reports and annual appraisals.
8. Management of allocated categories and associated projects within work-plan.
9. Represent TUCO on national HE and other sector bodies as required.
10. Undertake presentations and seminars as required.
11. Monitor and grow contract take up and member spend.
12. Engage regularly with members to build close working relationships.
13. Proactively explore economic opportunities to grow the TUCO membership.
14. In addition to the duties and responsibilities listed, the post holder is required to perform other duties assigned by the Chief Executive Officer consistent with the post.

Whilst at work all staff are required to:

- Take care of their own health and safety and that of others who may be affected by the acts and omissions.
- Work in accordance with TUCO's policies and procedures for health and safety.

In addition to the above all line managers are required to:

- Ensure, so far as reasonably practical, the health, safety and well-being of their staff and others who may be affected by TUCO's activities.
- Comply with TUCO's employee handbook.

## PERSON SPECIFICATION

Criteria	Essential/ Desirable	How Determined
<b>Professional/Technical Qualifications</b>		
Must be MCIPS qualified.	E	CV
Prepared to work toward a higher professional and/or academic qualification.	D	Interview
A relevant undergraduate degree	D	Interview
<b>Skills &amp; Competencies</b>		
Ability to analyse, evaluate and recommend on risk at strategic level.	E	Interview
Ability to build strategic relationships with the supply chain.	E	Interview
Stakeholder management (internal and external)	E	Interview
<b>Personal Qualities</b>		
Excellent team management and leadership skills	E	CV & Interview
Ability to influence and at ease with presenting at Director level (internal and external).	E	Interview
Excellent communication skills – written and oral.	E	Interview
Ability to coach and develop people effectively.	D	Interview
<b>Other</b>		
Prepared to undertake travel around the UK and work flexible hours as required.	E	Interview
Full UK driving licence and use of own vehicle.	D	CV

### How to Apply:

To apply for the Head of Procurement position, please email your CV and a cover letter outlining your relevant experience and qualifications to [mike.haslin@tuc.ac.uk](mailto:mike.haslin@tuc.ac.uk)

Applications close on the 14<sup>th</sup> March at 1700 hours. Interviews will be held w/c 24<sup>th</sup> March in Manchester. TUCO is committed to ensuring diversity in the workplace and welcomes applications from all individuals regardless of background.

Apply now to take the next step in your career and contribute to the continued success of TUCO