

**Post title** Procurement & Partnerships Officer

**Salary and grade:** NJC 19 to 23 - £33,121 - £35,571, Full Time – 37 hours, 52 weeks

**FTE** Full time – 37 hours, 52 weeks

**Line manager/s:** Procurement & Partnerships Lead



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### Main purpose of the job:

The postholder will support procurement, partnership, and commercial activities across the organisation and its partners. They will deliver supplier and contract management, procurement activities, and the coordination of commercial operational delivery, ensuring activities are carried out efficiently, compliantly, and in line with organisational procedures and partnership requirements.

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### Key duties and responsibilities

- Deliver procurement and commercial activities on behalf of the organisation and partner organisations in line with relevant regulations, policies, and procedures.
- Deliver the procurement and commercial pipeline from initial request through to implementation and review.
- Source and engage suppliers and service providers to support organisational and partnership requirements.
- Negotiate with suppliers and stakeholders to secure value for money and effective service delivery.
- Build and maintain positive working relationships with suppliers, partners, schools, and stakeholders.
- Deliver contract management activities, including maintaining records, monitoring performance, and ensuring contractual obligations are met.
- Maintain supplier records, preferred supplier lists, and contract registers.
- Deliver procurement planning and procurement activity to support compliant and efficient operational delivery.
- Undertake benchmarking and research activities to identify opportunities for improvement, efficiencies, and value for money.
- Deliver commercial and partnership projects, including the delivery of operational and service activity.
- Work collaboratively with schools, partners, and colleagues across the organisation in line with organisational values and objectives.
- Deliver partnered services and contracts, ensuring a professional, responsive, and customer-focused approach.

### Safeguarding

Nexus MAT is committed to safeguarding and promoting the welfare of children and young people. The highest priority must be given to following the guidance and approaches to safeguard children and follow all safeguarding procedures outlined by the MAT and member schools.

## Person Specification

		Essential	Desirable
<b>Qualifications</b>	Qualified (CIPS) Procurement Professional or working towards		•
	Experience of contract management / procurement within a medium - large organisation		•
	Experience supporting procurement activity, purchasing processes, or supplier coordination		•
	Experience maintaining records, systems, and compliance documentation	•	
	Commercial awareness and understanding of value for money principles	•	
<b>Thinking Ability</b>	Ability to organise and prioritise workloads across multiple activities and deadlines	•	
	Able to analyse information and identify practical solutions to operational issues	•	
	Able to work systematically and follow processes, procedures, and regulatory requirements	•	
	Demonstrates attention to detail and accuracy in record keeping and reporting	•	
<b>Personal Effectiveness</b>	Strong communication and stakeholder engagement skills	•	
	Professional, customer-focused, and committed to continuous improvement	•	
	Able to work under pressure and manage competing priorities effectively	•	