



Job Profile

Job Title	Procurement Manager		
Reports to (job title)	Senior Procurement Manager		
Job Reference No.	HOMEJD261	Date of issue:	October 2025

The job in a nutshell...

You'll develop and implement category strategies and tender processes for high value, spend categories to drive efficiency and value while ensuring compliance with policies. Optimise external expenditure ensuring organisational adherence to procured arrangements.

By providing clear, practical guidance, you support stakeholders at all levels across Home Group in securing value when buying goods, services and works, all while adhering to the appropriate regulations. You also manage relationships with major suppliers driving performance and improvements. Contributing to the progression of the Procurement team towards delivery of 'Best in Class' service to your stakeholders will be a key part of your role.

What success will look like...

Significant cost benefits and efficiencies are delivered by successful management of the full procurement life cycle, improving the financial performance of the organisation.

A strategic supplier base is established to deliver high quality, sustainable and value for money solutions to support the delivery of Home Group's strategy.

Sourcing solutions are in place to support the delivery of high-quality services and high-quality homes for our customers, through effective engagement of our stakeholders.

Commercial and governance rigour is provided for all expenditure and sourcing decisions within the remit of your role using tools that include the creation and delivery of category strategies

Every tender that needs to meet the Procurement Act does exactly that. This happens because your advice, documentation, and attention to detail ensure we stay compliant at every step.

All contracts will have quantifiable and measurable benefits, working collaboratively with senior colleagues and non-procurement practitioners across Home Group guided through the sourcing process to ensure value for money and governance have been considered.

On all major expenditure projects, for works, products, or services (typically about £40m-£50m per annum) the sourcing process will have been designed and led by a procurement professional to deliver a result that meets or exceeds all of our requirements.

Supply chain performance and continuous improvement is driven through effective contract management of strategic suppliers.

Cognisant of the impact that our supply chain can have on the communities that we work within, through your work we will harness social value benefits through our supplier partners.

You'll already have these **brilliant** skills, qualifications and knowledge...

Transferable Skills.	Technical qualifications, experience and knowledge.
<p>We know how the world works and our place in it</p> <ul style="list-style-type: none"> • Understands the direction we are taking and can explain the key decisions. • Understands the current challenges and asks what does this mean for me and those I work with? • Understands the external influences on Home Group and what our competitors are doing. 	<p>Technical skill 1 - Experience of leading sourcing and tendering</p> <ul style="list-style-type: none"> • Procurement professional who has led and delivered optimal sourcing strategies and solutions for high value categories to achieve a structured and resilient supply chain.
<p>We have an eye for detail</p> <ul style="list-style-type: none"> • Pays attention to the detail. • Has the appropriate skills and experience. 	<p>Technical skills 2 -Business Acumen</p> <ul style="list-style-type: none"> • Commercially minded with strong negotiation and influencing skills to deliver great outcomes with suppliers.
<p>We know how the world works and our place in it</p> <ul style="list-style-type: none"> • Understands the direction we are taking and can explain the key decisions. • Understands the current challenges and asks what does this mean for me and those I work with? • Understands the external influences on Home Group and what our competitors are doing. 	<p>Technical skills 3 - Varied experience in management of expenditure areas/categories</p> <ul style="list-style-type: none"> • Ability to identify issues through sound analysis and application of commercial acumen in all situations. • Experience of improving the performance of a supplier through the application of contract management/supplier performance management. • Including contract law and the ability to draft contracts with minimal support from legal professionals

We'd also love you to have, or be **brilliant** at... (but don't worry if not)

You'll anticipate and embrace change while continually looking for improvements to support business efficiencies.

You'll be confident analysing data including financial information, delivering and reporting on benefit realisation, assessing the performance of suppliers, and undertaking market, product, supplier and organisational research.

You'll have strong stakeholder management skills, with the ability to influence and tailor messages to different audiences. This includes the ability to produce and deliver insight driven presentations and to effectively negotiate with internal and external stakeholders.

Experience of in-depth category management is desirable.

Experience of the working with the Public Contracts Regulations.

Experience of the latest e-procurement and Purchase to Paysystems.

CIPS qualification desirable.

We're all **accountable** for..

Health and Safety of our ourselves and others; put simply this includes taking the time to complete all learning, understanding your role-specific responsibilities, working with reasonable care and taking steps to address and report problems related to Health and Safety.

Taking a proactive approach to your learning and development to be the best you can be. This includes understanding and keeping up to date with all our relevant policies and processes as well as taking advantage of all the learning opportunities and resources available to you ... they're there for a reason but don't worry, we'll help keep you informed along the way.

Promoting equality, diversity and inclusion as a top priority at Home Group; leading by example in your actions and demonstrating our Brilliant People behaviours.

Keeping things compliant! You'll have role-specific and organisational goals but it's important you take these seriously and keep people and information secure and safe within the scope of doing your bit here at Home Group.

Comfortable operating in a modern digital workplace, including using digital tools to work collaboratively and productively.

Other **important** stuff...

You'll be a budget holder? No Yes ... up to £ Click here to enter text.

You'll manage people? No Yes ... around 1 direct report.

We all work flexibly at Home Group but the level of travel in this role is usually...

Occasional Regular Frequent

This role requires a DBS check No Yes

OFFICIAL

