

# Job Title: Procurement Officer

**Role Purpose:** You will join a specialist team created to maximise opportunities throughout the Supply Chain. You will take responsibility for below threshold procurements for various projects and help to drive supply chain improvement both internally and externally.



## ABOUT THE ROLE

Catalyst is a significant player in the Housing Sector. We have ambitious plans to grow the business whilst delivering step-change performance improvement internally and for our many clients and residents. An improved and high performing procurement capability is paramount to help realise our internal ambitions. This growing team will develop a supply chain that matches our ambition and plays a crucial role in the delivery of our strategic plans.

You'll provide procurement support and manage below threshold projects within the assigned business areas. You'll provide support to the development of procurement strategies that help to deliver savings whilst ensuring full compliance with the Public Contract Regulations and the company's policies and procedures. You'll build relationships both internally and externally to ensure that procurement makes a contribution to the corporate objectives of the business.

One of our core priorities across all parts of the business is delivering an excellent experience every time to every customer, internal and external. Our values are: deliver on promises; give respect; be accountable; show kindness. You will make them a central part of your work at Catalyst.

### In particular:

- Manage the end to end tender process for below threshold procurements, managing all procurement and commercial requirements to ensure compliance across the business in relation to business objectives
  - Identify efficiency opportunities across those projects assign
  - Supporting senior stakeholders in developing procurement strategies to ensure contract compliance.
  - Responsible for ensuring a fully compliant procurement capability in respect to all relevant statutory, regulatory and internal business requirements for the assigned projects
  - Participate in the continuous development of the procurement processes, tools and systems to deliver the needs of the business and implement step-change improvements.
- You'll support on above threshold projects as and when required

### About you:

You will have an experience across a range of both direct and in-direct categories. You're able to demonstrate value add and supply chain improvement across a number of sectors. Critically you **must** be able to demonstrate:

- Proven experience in managing the end to end tender process
- Knowledge in Public Sector procurement environments including use of the Public Contract Regulations and its processes
- Broad experience both in Private and Public Sector procurement environment
- Experience of operating in a fast-paced and developing procurement environment and the ability to adapt to changing priorities
- Strong interpersonal skills and ability to work with stakeholders, during a period of immense change, and maintaining focus on successful delivery
- The character and ability to work under pressure and deliver challenging targets on an enduring and sustainable basis
- An ambitious individual with an enthusiasm to take their procurement career to the next level

- Confident communicator with an empathetic ear
- You'll deliver easy, reliable, empathetic service to your internal and external customers, by seeking to understand fully your customers' needs, identifying and working to remove pain points, and always doing what you say you will
- **DESIRABLE:**  
Experience of operating in a customer facing role within a complex supply chain construct.  
Procurement Officer wishing to progress their career with a desire to obtain the recognise qualification in procurement.

**This role is subject to a basic DBS check**

**Employees are responsible for their own Health & Safety, ensuring a safe working environment for colleagues.**