

Job Description



Job Title	Purchasing Officer
Department	Procurement
Reporting to:	Andrew Williams-Lock, Head of Procurement
Post reference:	
Main Purpose of the role	
To support the Procurement function by delivering efficient purchasing activities, with a focus on construction-related spend. The role will contribute to sourcing, tendering, and contract management activity to achieve value for money and non-pay cost savings across the College	
Key Tasks / responsibilities:	
• Provide purchasing support to the Construction team, including sourcing and ordering materials • Work with departments and faculties to identify and deliver non-pay cost savings • Advise staff members on support available and financial regulations • Maintain and develop purchasing systems and administration • Support the Purchasing team on project work • Manage external supplier relationships and contracts • Assist in monitoring procurement-related budgets and spend • Identify areas for review to identify cost savings and process improvements • To support a wide range of purchasing and tender activities • Assist in developing and monitor departmental SharePoint site and e-procurement systems • Become familiar with Financial Regulations, Procurement Regulations and use of Frameworks • Strong negotiation skills • Support on range of large College wide contracts • Working across College sites as required	
Role Dimensions	
• Support management of non-pay expenditure College wide • Contribute to delivery of Procurement savings targets • Assist in managing a portfolio of supplier agreements • Support delivery of cross-College contracts and projects	
Key Interfaces	
• Construction departments College wide • Finance and Estates departments • Budget holders and administrators College wide • Key suppliers • External stakeholders such as Crescent Purchasing Consortium, Association of Colleges	

Supporting College Goals and Values – all roles					
In addition to the particular requirements and characteristics of individual roles, all people employed by SGS College are expected to actively support the achievement of the College's goals and, at all times, both internally and externally, to behave in a manner consistent with the College's mission and values. This means: • Performing your role and delivering your service in a way that helps the College achieve its strategic objectives and annual development and improvement plans - taking account of available resources and national developments. • Promoting the image of the College as one that is committed to the highest standards of delivery and service. • Sharing the College's commitment to safeguarding and prioritising the welfare of children, young people and vulnerable adults and demonstrating it in your day to day work. • Sharing and prioritising the effective implementation of the College's Equality and Diversity Policy. • Promoting and implementing best practice in Health and Safety,					
Measurable Performance Standards for this role					
• Budget tracking • Individual savings targets as agreed annually • Service Improvements • System improvements					
Level of Disclosure and Barring (DBS) disclosure required					
Enhanced with barred list checks.					
Author and Date					
Andrew Williams-Lock June 2026					
Job Evaluation (for HR Completion)					
Score		Profile		Level	

As the needs of the College change, so the above job profile, duties and location of the role within the College may be adjusted accordingly.

Where an employee indicates a disability, every effort will be made to make reasonable adjustments. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

Person Specification

Purchasing Officer



<<List all relevant criteria and indicate whether 'essential' or 'desirable' together with method for assessment under 'Qualifications and attainments', 'Experience and knowledge' and 'Skills and Abilities'. Criteria listed under 'Essential college traits' are fixed for all roles>>

Criteria	Essential	Desirable	Assessed by
Qualifications and attainments			
GCSE Maths and English grade C or above	✓		Application form
CIPS		✓	
Basic commercial awareness	✓		
Experience and knowledge			
Experience in a Purchasing capacity		✓	<<e.g. Application form/interview>>
Working to tight timescales	✓		<<e.g. Application form/interview>>
Budget and Admin experience	✓		
Experience with negotiation and the ability to influence	✓		
Skills and abilities			
Knowledge of MS Teams, Excel, Outlook, Word	✓		<<e.g. Application form/ test at interview>>
Able to work as part of a team and work at times without direct supervision	✓		<<e.g. Application form>>
Excellent communication and interpersonal skills	✓		

Criteria	Essential	Desirable	Assessed by
Able to work to deadlines and prioritise workload	✓		
Essential College attributes			
Initiative: Demonstrating the willingness and ability to use initiative – whether that means deciding on necessary action and following it through - or suggesting ways to work in a better way.	✓		Application form/ interview
Influencing skills: The ability to persuade others.	✓		Application form/ interview
Interpersonal Skills: The ability to communicate and interact with other people in a way that promotes cooperative relationships.	✓		Application form/ interview
Teamwork: The willingness and ability to collaborate and work closely with colleagues in a mutually supportive manner.	✓		Application form/ interview
Circumstances of role (if applicable)			
Ability to meet particular conditions of the role e.g. unsocial hours or travelling between campuses	✓		Application form