

JOB DESCRIPTION

JOB TITLE:	Senior Commercial Manager - Procurement
MANAGED BY:	Head of Commercial
GRADE:	13

ROLE OVERVIEW

Approx. size of team:	3x Senior Commercial Managers 4x Procurement Managers 2x Procurement Officers
Key accountabilities:	<ul style="list-style-type: none"> • Lead and assure all pre-award procurement activity across the Combined Authority, ensuring compliant, transparent, and value-driven outcomes in line with the Procurement Act 2023 and internal Contract Standing Orders. • Develop and embed procurement strategies, policies and tools that drive commercial value, innovation, and social impact across the region's major programmes. • Build organisational capability in procurement excellence through professional leadership, guidance and coaching of commercial and non-commercial colleagues.
Key relationships:	<ul style="list-style-type: none"> • Internal: Head of Commercial (reporting line), Procurement team, Project and Programme Managers, Finance, and Legal. • External: Strategic suppliers, partner authorities, government departments, and professional networks (e.g. Cabinet Office, CIPFA, Crown Commercial Service).

THE ROLE

The Senior Commercial Manager -Procurement will lead and maintain the standards for all procurement activity across the Mayoral Combined Authority, ensuring a consistent, compliant and value-driven approach to pre-award processes.

They will act as the organisation's expert in strategic sourcing, tendering and supplier engagement, setting the direction for procurement practice across all major projects and programmes. Working collaboratively with colleagues across Transport, Legal, Finance and the

Project Management Office, they will ensure that procurement is planned and delivered effectively, in line with the Commercial Strategy, Contract Standing Orders and the Procurement Act.

The postholder will provide professional leadership, governance and assurance at every stage of the pre-award lifecycle, from early market engagement to contract award and mobilisation, ensuring that the Authority achieves optimal commercial outcomes, delivers on its social value commitments, and sets projects up for successful contract delivery.

As a centre of excellence, the Senior Procurement Manager will support, train and advise project teams and contract managers across the organisation, helping to build capability and drive continuous improvement in commercial and procurement practice.

KEY RESPONSIBILITIES

- Develop and implement category strategies and sourcing plans aligned with organisational priorities and the Commercial Strategy.
- Oversee end-to-end procurement activity (planning, tendering, evaluation, award) ensuring compliance with the Procurement Act 2023, Green Book guidance, and internal governance.
- Lead major and complex procurements, providing expert commercial advice, risk mitigation, and market insight.
- Champion social value, sustainability, and equality of opportunity through procurement design and evaluation.
- Build and manage relationships with suppliers and partners to enhance market engagement and competition.
- Develop and maintain procurement templates, policies and toolkits, ensuring consistency and continuous improvement across the organisation.
- Contribute to contract mobilisation and effective handover to the Senior Contract Manager and delivery teams.
- Provide professional leadership and development for procurement staff, promoting capability growth and professional accreditation (e.g. CIPS).
- Monitor and report procurement performance, pipeline activity, and value outcomes to senior leadership and committees.

PERSON SPECIFICATION

ESSENTIAL

Qualifications and Knowledge

- Degree in a relevant discipline (e.g. business, law, commercial management, supply chain) or equivalent professional experience.
- In-depth knowledge of the Procurement Act 2023 and Cabinet Office guidance.
- Understanding of Green Book principles and procurement policy requirements for public investment projects.
- Knowledge of NEC and JCT contract forms and their implications for procurement design.
- Awareness of risk, governance, and financial management principles in a public-sector context.

Experience

- Proven track record of leading complex, high-value procurements (preferably infrastructure or capital projects).
- Experience of developing procurement strategies, tender documentation, and evaluation methodologies.
- Demonstrated success in stakeholder engagement and influencing senior decision-makers.
- Experience embedding social value and sustainability objectives through procurement.
- Leadership of procurement teams or category specialists, including developing others' capability.

Skills and Competencies

- Strong commercial acumen with the ability to identify value and risk levers.
- Excellent written and verbal communication skills with confidence to advise senior stakeholders.
- Skilled negotiator with the ability to manage supplier and partner relationships constructively.
- Analytical, data-driven approach to decision-making and reporting.
- Demonstrates sound judgement, political awareness, and organisational sensitivity.
- Committed to continuous improvement and professional development.

DESIRABLE

Qualifications and Knowledge

- Full MCIPS or Chartered Institute of Procurement and Supply membership (or working towards).
- Understanding of the Social Value Act 2012 and delivery mechanisms for public sector outcomes.
- Familiarity with digital procurement tools and e-tendering systems.

Experience

- Experience within a Combined Authority, Local Authority, or similar public body.
- Experience of developing category management frameworks and performance reporting systems.
- Exposure to regional or national infrastructure frameworks and supplier ecosystems.

Skills and Competencies

- Ability to mentor colleagues in commercial thinking and procurement best practice.
- Capacity to anticipate market trends and use intelligence to inform future strategy.