

**Job Title**: Procurement Policy and Continuous Improvement Manager

**Department:** Procurement

**Reports to:** Principal Procurement Business Partner

**Direct Reports:** None

**Location:** Activity bases onsite

**Contract Type:** Permanent

**Grade:** CA5

**Main purpose of the job**

The Procurement Policy and Governance Manager will play a key advisory role within the Mining Remediation Authority, driving the development and implementation of effective procurement policies, procedures, and assurance frameworks. This role is central to embedding procurement best practices across the organisation and ensuring value for money in all procurement activities.

As a subject matter expert, the post holder will advise on, develop, and lead continuous improvement initiatives, and support complex procurement challenges. Working collaboratively across the business, the Procurement Policy and Governance Manager will promote a culture of strong governance and procurement excellence to help future-proof the organisation.

**Responsibilities**

**Specific**

* Act as the procurement subject matter expert, providing advice and support across the organisation to ensure policies and procedures are understood and effectively applied.
* Support the Head of Procurement and senior colleagues in embedding best practice and efficient, proportionate processes.
* Maintain and update procurement policies and guidance, ensuring they are clear, practical, and reflect business needs.
* Collaborate with internal teams and stakeholders to ensure procurement policies align with delivery and organisational goals.
* Lead the development and delivery of user-focused training, guidance materials, and learning events to improve procurement capability.
* Keep up to date with procurement regulations, trends, and best practices through external networks and training.
* Share updates with the Procurement Leadership Team on policy changes, developments, and feedback.
* Contribute to continuous improvement by gathering input, identifying opportunities, and supporting implementation of changes.
* Ensure procurement governance requirements are met and support audit readiness through clear documentation and compliance.

**General**

* Act in line with the behaviours and values of the organisation
* Manage your own performance to be accountable for meeting individual, team and corporate objectives
* Act in accordance with the Scheme of Delegation and ensure propriety and regularity in the handling of public funds
* Actively demonstrate the Coal Authority’s customer service standards expected of your role
* Follow and contribute to the improvement of operational and team processes and procedures
* Assist with the preparation and delivery of the team’s objectives, budgets and financial records
* Identify opportunities and implement change leading to team development, system improvement and ensuring good value for money
* Maintain and develop positive stakeholder relationships in order to promote the Authority and assist it to meet its objectives
* Support research and development projects
* Ensure that the Authority’s statutory responsibilities are effectively discharged
* Carry out any further reasonable requests from your line manager

**Competencies Level**

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| **Seeing the bigger picture** - has an in-depth understanding and knowledge of how the role fits with and supports The Coal Authority’s business priorities | **5** |
| **Changing and improving** - responsive, innovative and seek out opportunities for continuous improvement | **4** |
| **Making effective decisions** - objective; uses sound judgement, evidence and knowledge to provide accurate, expert and professional advice in a timely manner | **4** |
| **Leading and communicating** - leads from the front and communicates with clarity, conviction and enthusiasm | **5** |
| **Collaborating and partnering** - creates and maintains positive, professional and trusting working relationships with a wide range of people, within and outside The Coal Authority, to achieve results | **4** |
| **Building capability for all** - has a strong focus on continuous learning for self, others and the organisation | **4** |
| **Achieving commercial outcomes** - has a commercial, financial and sustainable mind-set to ensure all products and services deliver added value and stimulate growth | **4** |
| **Delivering good value for money** - achieves a good mix of quality and effectiveness for minimal cost and to improve return on investment | **4** |
| **Managing a quality service** - plans, organises and manages their time and activities to deliver a high-quality customer experience | **4** |
| **Delivering at pace** - delivers timely performance, with energy, and taking responsibility and accountability for high-quality outcomes | **5** |

**Person specification**

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| **Job Title: Procurement Policy and Governance Manager** **Department: Procurement** | | |
|  | **Essential** | **Desirable** |
| **Qualifications and Training** | Working towards or professionally qualified in Chartered Institute of Procurement and Supply (CIPS), or substantial experience |  |
| **Experience and Knowledge** | Thorough knowledge of relevant legislation and government policy  Previous experience of procurement and application of best practice  Experience of managing and prioritising multiple activities  Demonstrable experience of working across the whole organisation to promote procurement  Successful track record of delivering projects | Experience gained within public sector procurement  Development of policies and guidance  Experience of influencing and engaging at senior leadership level sharing ideas and providing professional advice  Understanding of supply chain requirements and impacts on procurement policies |
| **Skills and Abilities** | Able to work independently with minimal supervision  Quick to understand and interpret business requirements  Confident in collaborating with external organisations to benchmark and learn from best practice  Able to manage a varied workload, prioritise effectively, and work at pace with flexibility  Strong communication, influencing, interpersonal, and presentation skills  Well-organised with solid administrative skills | Ability to use electronic procurement systems  Team player and strives to deliver high quality results |