**About us**

We’re Salix and we’re on a mission to help save the planet.

We enable and inspire organisations in the public and private sectors to achieve their ambitious net zero targets and create better places to live and work.

We’re passionate about our work and proud to be on the journey with them.

We deliver government funding schemes to support councils, schools, housing associations, hospitals and universities boost their energy efficiency, reduce their impact on the environment, save money and remove households from fuel poverty.

We work with the UK government and the devolved administrations in Scotland and Wales. As well as managing the funding schemes, we provide professional advice, expertise and support to grant recipients throughout all stages of their projects.

We also offer insight, intelligence and influence by sharing knowledge and lessons learnt from project delivery to help improve future schemes and policy development.

We were created in 2004 and have been growing ever since. We now employ 200 people. Our principal office is in Manchester and we have a base at Canary Wharf in London.

We are wholly owned by the Department for Energy Security and Net Zero.

**Why work for us?**

If you share our passion for addressing the urgent challenge of climate change and contributing to the UK's ambitious decarbonisation goals, we want to connect with you.

We offer fulfilling careers where every day brings exciting challenges and rewards.

You'll have the chance to leverage your skills and expertise to shape impactful projects, both large and small, making a meaningful difference across the UK.

Recognising that our employees are the reason for our success, we prioritise their wellbeing and professional development.

As proud holders of Investors in People and Carbon Literacy Project accreditations, we are committed to creating an environment where you can thrive.

As you’d expect, we offer a variety of benefits, activities and training opportunities to ensure you excel in your role and enjoy your time with us.

We’re committed to equal opportunities and we’re proud of the diverse workforce we have. We continue to grow the diversity of our people, promoting an inclusive culture.

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| Role | Procurement Manager |
| Department / Location | **Manchester** |
| Package | £55,500 - £67,000 per annum  28 days annual leave (excluding bank holidays)  Cycle to work scheme  Contributory pension scheme  Employee support with public transport costs  Supported training budget for staff  Access to Employee Assistance Program |
| Overview | Reporting into the Head of Procurement, the role is responsible for managing procurement processes at the organisation, ensuring procurement processes follow best practice, comply with all the legal requirements that apply to the public sector procurement regulations, and ensuring that environmental, social and governance factors are built into procurement activities. |
| Key Responsibilities | • Manage the end-to-end procurement process for key contracts in collaboration with key business areas.  • Prepare central guidance on procurement matters including procurement manual, business case templates, evaluation criteria templates and evaluation scoring templates.  • Ensure processes and procedures are fully documented and followed.  • Regular reporting on procurement activity to the executive management team.  • Ensure compliance with applicable Cabinet Office spend controls.  • Monitoring government procurement policy notes and identify any requirements to update policies or procurement guidance.  • Maintain the central contracts register, working with business areas to ensure the register is updated and contract are being monitored on a regular basis.  • Identify areas for improvement to continually drive performance and business results. |
| Key Skills and Competencies | • Experience delivering procurement exercises in the public sector.  • Excellent analytical and problem-solving skills.  • Strong written, verbal, and presentation communication skills.  • Strong interpersonal and relationship management skills, with the ability to work collaboratively with intern and external teams.  • Proficient in time management and meeting deadlines.  • Ability to assess various qualitative and quantitative data for decision-making.  • Experience working in a fast-paced, changing environment. |

**Appointment Process**

Salix is an equal opportunities employer and has a policy of equal pay. The Person Specification for this position can be found in Appendix 1. All criteria outlined in the specification are considered essential and will be assessed through a combination of the application statement, CV and interview.

Successful candidates are required to undergo and pass a DBS and BPSS security check to be employed by Salix. This will be carried out as part of the reference process, on receipt of the signed acceptance of a conditional offer.

**How to apply**

If you wish to apply for this role, please submit all of the following to [robertwaugh@allenlane.co.uk](mailto:robertwaugh@allenlane.co.uk)

1. An up-to-date CV.
2. A statement of no more than 1,500 words as to how you match the requirements of key skills and and competencies

## Please specify in the application email subject the job title you are applying for.

**Appointment timetable**

* Applications will close on7th July
* Interviews will take place week beginning 8th July
* Shortlisted candidates will be invited to interview by mutual agreement.
* Start in post by mutual agreement.