**Job Description**

The Head of Procurement role will take senior strategic and operational responsibility for the procurement and delivery of supplier and service contracts in accordance with the needs of Castle Water.

**Key Responsibilities**

* Drive efficiency across the business through successful management and fulfilment of procurement needs
* To utilise, and in most cases create, a robust set of appropriate tools, processes and innovative solutions across the commercial lifecycle that drive value from excellent procurement
* Create and manage an effective contract database
* Produce and deliver effective sourcing strategies
* Conduct procurement in line with UK government regulations
* Support the management of supplier contracts through procurement and service delivery​
* Negotiate with suppliers and maintain and manage great supplier relations
* Work innovatively and independently in a standalone role while collaborating as suitable across the business
* Through quality procurement bring improvement to the significant IT functions and contracts of the business
* Manage renewal of outsourced contracts with a cost-efficient and quality-conscious approach
* Take responsibility for the annual procurement budget while delivering effective cost reduction planning
* Deliver a high standard of reporting to the CFO and the senior management
* Keep customers at the heart of decision making in a CS focused environment

**Competencies:**​

* Proven commercial and procurement experience in a regulated environment.
* Proven practical application of supplier management strategies and tactics
* Excellent communication skills including strong written English language skills and an ability to communicate clearly and logically. ​
* Ability to manage time effectively in a role with significant freedom
* Numerate and literate with abilities to analyse and plan. ​
* Experience of managing contracts desirable.​
* Proven record of managing supply chain risk and issues ​
* Ability to work independently and take responsibility for a function of the business
* Vision to identify improvements and needs in setting up a robust procurement strategy
* Strong desire to contribute to a growing business in a fast-paced environment​

**Qualifications**​

* Educated to degree level or equivalent professional experience ​
* Membership of CIPD is desirable