**Executive Officer (Procurement and Compliance)**

**Full time, permanent**

**£28,949 to £33,095**

Nescot College has a fantastic opportunity for a permanent, full time (on site based in Epsom) Executive Officer (Procurement and Compliance), to join the Executive Office Team.

**What we are looking for:**

* Experience in procurement/purchasing and contract management
* Strong time management and organisational skills
* Ability to process, analyse and present data
* Excellent Communication skills

**Duties/responsibilities:**

* Provide Information, advice and guidance and ongoing support to staff involved in the management of procurement and contract management
* Ensure compliance requirements are effectively communicated and embedded
* Engage with departments to identify business needs and develop commercial strategies
* To lead procurement and manage executive office contracts
* To support and coordinate corporate procurement projects

**Benefits:**

* 25 days annual leave
* 5-minute walk from Ewell East Station
* Free parking on-site
* A discounted on-site gym, sports hall, fitness classes, osteopathy and day nursery
* A discounted on-site Starbucks
* On-site hair and beauty salon offering employee discounts
* Free online qualifications

*Nescot is graded ‘Good’ by Ofsted following its latest inspection in January 2023. Inspectors rated the College as Good in all 8 aspects. The report recognises that students “enjoy their courses and are motivated to succeed”, and benefit from “highly supportive relationships” with staff. Safeguarding arrangements are “effective” with regular training for staff, and leaders have in place “an effective policy for safer recruitment.”*

*At Nescot, we’re proud of our inclusive culture and we welcome all applications.*

*This role is employed through Nescot Enterprises Ltd, a wholly owned subsidiary of Nescot which operates different terms and conditions.*

**Closing date Is Tuesday 1 April 2025**

**Interviews will be held as and when candidates apply**

**Job Description**

|  |  |
| --- | --- |
| **Position Details:** | |
| **Title:** | Executive Officer (Procurement and Compliance) |
| **Department:** | Finance |
| **Fraction:** | Full Time |
| **Status:** | Permanent |
| **Grade:** | NEL Grade 6 |
| **Child/Vulnerable Adult Contact:** | Yes |
| **Reporting / Department Details:** | |
| **Responsible to:** | Director of Finance |

**Functional links with:** CLT; Executive Office; budget holders and all staff involved in procurement and contract management, contractors and external partners.

|  |  |
| --- | --- |
| **Job Purpose:** | |
| To provide information, advice and guidance to staff involved in the management of procurement and contracts, ensuring compliance requirements are effectively communication and embedded. Managing a varied workload you will oversee and coordinate the procurement process for contracts, services and college compliance ensuring compliance with legislative requirements including the Procurement Act 2023 and best practices are adopted. | |
| **Main Duties and Tasks:** | |
| * Provide Information, advice and guidance and ongoing support to staff involved in the management of procurement and contract management to staff on aspects of the procurement and contract management process and cycles. * Ensure compliance requirements are effectively communicated and embedded. * To ensure all relevant corporate policies and procedures are integrated and embedded into core practices and are accessible and regularly communicated with staff. * Engage with departments to identify business needs and develop commercial strategies to ensure implementation in line with college priorities. * To oversee and maintain an up-to-date contract schedule and procurement pipeline for contract renewal to inform planning and budget considerations. * Maintain up to date knowledge of relevant legislation, policies and best practice ensuring effective communication and embedding compliance across the organisation. * To review and test the colleges processes are fit for purpose and in line with our own procedures and legislation i.e. Procurement Act 2023 * Ensure all documentation relating to procurement and contract management are stored in the document management system. * To support and coordinate corporate procurement projects i.e. retendering for insurance and other corporate services and functions. | |
| **Personal Development:** | |
| * Participates in, and co-operates with, own Performance Review Interview to ensure that job-related targets are met and on-going staff development in line with Nescot’s aims. * To carry out Continuing Professional Development (CPD) relevant to the role, including subject or professional updates. | |
| **Equality and Diversity and Nescot Values:** | |
| * It is the responsibility of the post holder to promote equality and diversity, Nescot Enterprise values and recognition of diversity throughout Nescot Enterprises. * To follow and adhere to Nescot’s Equality and Diversity policy at all times. * The post holder will undertake their duties in full accordance with Nescot Enterprises’ policies and procedures relating to equality and diversity and Nescot Enterprise values. |
| **Safeguarding and PREVENT Responsibilities:** | |
| * It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of students within Nescot Enterprises. * The post holder will undertake their duties in full accordance with Nescot Enterprises’ policies and procedures relating to safeguarding, PREVENT and promoting the welfare of students. | |
| **Additional Duties:** | |
| * To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within Nescot Enterprises at the initial place of work or any other of the College Group sites within the area. | |

|  |
| --- |
| **Health and Safety:** |
| * Under the Health & Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions.  In addition, you must co-operate with the College on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare. * The Health and Safety Policy is available through Sharepoint, your line manager or via Onboarding.  |  | | --- | | **Terms and Conditions of Nescot Enterprises Ltd:** | | * Please note that this is a post under Nescot Enterprises which has different terms and conditions to that of the College | |
| **Annual Leave and Hours of Work:** |
| * Full time hours of work are 37.5 hours per week, normally worked Monday – Friday 8.45 am – 5.15 pm. Part time or casual hours will be as agreed. * For full time staff annual leave is 25 days plus Bank Holidays plus 5 efficiency days taken at Christmas when the College is closed for 2 weeks. Part time staff’s annual leave will be pro rata. Please note that it is expected that post holders will take their annual leave at times convenient to the department and its students, which will normally therefore be at times when students are not in College.  |  | | --- | | **Pension** | | You have the right to join the NEST scheme and you will be automatically enrolled into the NEST Government Workplace Pension Scheme should you meet the required criteria of an eligible job holder. You may elect to opt out if you wish. |   This job description is current as dated. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.  UPDATED BY: COO Date: January 2025  UPDATED BY: HR Date: March 2024 |

PLEASE CONTINUE FOR PERSON SPECIFICATION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Person Specification – Procurement Officer** | | | | |
|  | **Essential** | **How Identified\*** | **Desirable** | **How Identified\*** |
| **Experience** | Operational experience in procurement/ purchasing and contract management. With knowledge of key commercial processes and legislation.  Experience of establishing procedures and guidance documents/tools and communicating these with staff.  Experience of using procurement software and platforms. | A/I  A/I  A/I | Construction Procurement experience | A/I |
| **Skills and Abilities** | Strong time-management skills and an ability to organise and coordinate multiple concurrent projects    Proficiency with office productivity tools and an aptitude for learning new software and systems.  Ability to process and analyse and present data to key audiences,    Flexible team player, willing to adapt to changes and unafraid of challenges  Ability to maintain confidentiality of information related to the company and its employees  Excellent communication skills, both written and verbal, with ability to present complex information clearly and to diverse audiences. | A/I  T  A/I  I  I |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Qualifications** | Degree or equivalent, or demonstrable academic/professional experience in procurement, contract management and compliance. | | | A/I | Level 4 diploma in Procurement and Supply or equivalent or willingness to work towards. | | A/I |
| **Personal Qualities** | Has awareness of equality and diversity and NEL Values which is promoted within your role  Commitment to continuing professional development  Commitment to safeguarding, PREVENT and promoting the welfare of learners  The required health and physical capacity to carry out the relevant administrative activities, after NEL has made such adjustments as may be required under the disability provisions of the Equality Act 2010  Commitment to energy management and sustainability | | | I  I  I  M  I |  | |  |
| **KEY** | | | | | | | |
| **A** = Application Form | | **I** = Interview | **O** = Observed Teaching Session | | **T** = Test | **M** = Medical Questionnaire | |