

## Job profile – Procurement Manager

Role	Permanent
Hours	Full time, 35 hours per week
Office base	Hybrid, dual location – Westminster in central London and your home address. You will work from the office from time to time. This will not follow a regular pattern as we get together as and when needed to meet business needs. Travel expenses from home to office are funded for required business travel. You must be willing and able to commute into the office as and when required.
Salary	£69,400 to £84,800 plus 10% non-contributory pension scheme and 28 days leave per year (rising to 30 days after 3 years' service, and to 32 days annual leave after 5 years' service) plus bank holidays and a range of optional benefits such as health cash plan and private medical insurance.
Reports to	Chief Operating Officer and Deputy Chief Executive
Direct reports	None

## About PSAA

Public Sector Audit Appointments Limited (PSAA) is an independent company limited by guarantee incorporated by the Local Government Association in August 2014. We are a not-for-profit company with 27 employees and a Board of six directors.

In July 2016, the Government specified PSAA as an appointing person under the provisions of the Local Audit and Accountability Act 2014 and the Local Audit (Appointing Person) Regulations 2015. As an appointing person PSAA is responsible for appointing auditors, setting scales of fees for eligible bodies that have chosen to opt into its national scheme, overseeing issues of auditor independence and monitoring contract compliance of the audit firms with whom we contract.

For the period from 2023/24 to 2027/28, over 99% of local government bodies, such as local councils, police and fire bodies and national parks, opted to join our scheme rather than appoint their own auditor. In late 2022 we completed our very significant procurement of external audit services for the delivery of an annual audit for the next five years to over 450 local government bodies, our clients. We also procure goods and services to support the company's operation, such as legal services, consultancy services and our own internal and external auditors.

The company is staffed by a team with significant experience of working within the context of the regulations to appoint auditors, managing contracts with audit firms, and setting and determining audit fees, and a small team providing business and project support services.

In December 2024 the Government announced plans to create the Local Audit Office (LAO) and to transfer all PSAA's functions into this new organisation. The date of transfer is likely to be between Autumn 2026 and April 2028. The government has begun early discussions with us about PSAA staff transferring into the LAO.

You can find out more about who we are and what we do in the [About Us](#) section of our website.

# The Role

The Procurement Manager will work in close partnership with the Chief Operating Officer and Deputy Chief Executive to deliver a comprehensive range of procurements and procurement-related activities, including those conducted through our dynamic purchasing system. The role encompasses responsibility for procuring external audit services alongside various supporting services essential to the organisation's operations, including legal services, consultancy provision, and our own external audit arrangements.

The postholder will lead procurement projects and corporate initiatives from conception through to successful completion, ensuring delivery within agreed timescales and parameters. Acting as the organisation's procurement subject matter expert (including close working with our legal advisors), they will apply comprehensive knowledge of public procurement requirements and PSAA practices to develop, monitor, and track robust delivery plans. This encompasses the management of scope, timelines, risks, issues, and dependencies whilst maintaining comprehensive documentation to established standards and providing contractual and legal guidance to support effective procurement and contract management.

As a private company appointed by Government and utilising public funds, PSAA's procurement activities must fully comply with public procurement legislation. The role is expected to expand significantly following the transfer of functions to the Local Audit Office, which will operate with a broader remit than PSAA's current scope.

The role is the operational lead for risk management, ensuring PSAA's corporate risk register accurately reflects organisational risks through collaborative engagement with senior management and regular reporting to the Audit Committee. Additionally, the postholder makes a significant contribution to the Procurement and Appointments Committee through the production of high-quality written reports, maintenance of the committee's work programme and the contracts register to ensure currency, accuracy, and compliance with Transparency Act obligations.

Extensive stakeholder management and relationship building are fundamental to the role, requiring coordination with non-executive directors, internal teams, suppliers, auditors, eligible bodies, and key external partners including government departments and audit organisations. The postholder must demonstrate flexibility in responding to evolving business priorities, provide deputy cover for senior colleagues as required, and lead preparations for the transfer of contracts and procurement functions to the Local Audit Office. Compliance with all relevant legislation and regulations, including procurement and data protection requirements, underpins all aspects of the role.

## Key Responsibilities

- Deliver procurements or other assigned corporate initiatives on time and within the agreed parameters.
- Be a procurement subject matter expert on public procurement and PSAA procurement practices.
- Create and maintain comprehensive documentation for procurements in accordance with agreed standards.
- Develop, monitor and track an appropriate delivery plan for each procurement, adjust as needed and identify areas for improvement.
- Analyse, identify and manage – scope, timelines, risks, issues, dependencies, and change – to support the achievement of procurement outcomes. Report and escalate matters which may impact delivery.
- Research and provide views on contractual and legal advice as appropriate to support the

procurement and contract management of different services, including working with our legal advisors.

- Lead on the production of agendas and produce high-quality written reports to the Procurement and Appointments Committee including specific responsibility for managing and reporting on our Contracts Register, the Committee's work programme and annual effectiveness review.
- Maintain our contracts register so it is up to date and accurate, meets our obligations under the Transparency Act and provides a platform to view current and expired contracts.
- Be our operational lead for risk management to ensure that PSAA's corporate risk register accurately reflects organisational risk, including collaborative working with the senior management team and the Contracts and Governance Manager, regular reporting to the Audit Committee, and undertaking any related risk management work.
- Manage and conduct reviews of commercial agreements or other third-party arrangements.
- Be our operational lead on work to prepare contracts and the procurement function for transfer to the Local Audit Office.
- Coordinate with internal and external stakeholders to support effective procurement delivery.
- Develop and maintain good working relationships, and effective communication and liaison with the PSAA team, suppliers, firms of appointed auditors, eligible bodies and external stakeholders including the Local Government Association, Audit Scotland, the National Audit Office, Ministry of Housing, Communities and Local Government.
- Work flexibly to meet changing business priorities and deputise for the Chief Operating Officer and Deputy Chief Executive when required.
- Comply with relevant legislation and regulations in carrying out the role, for example the procurement regulations and data protection regulations.

## **Skills required for this role**

### **Person specification**

#### **Essential**

- Academic and professional qualifications appropriate to the public sector procurement
- Procurement expertise – Significant hands-on experience of running major public sector procurements across the full procurement lifecycle
- Regulatory compliance - Knowledge of relevant legislation including Public Contracting Regulations 2015, familiarisation with the Procurement Act 2023, Transparency Act, and data protection requirements
- Risk management - Experience in identifying, assessing and managing organisational risks, maintaining risk registers and reporting to committees
- Contract management - Knowledge of contract law, ability to review commercial agreements and manage contract lifecycles
- Report writing and documentation - Excellent written communication skills to produce high-quality committee reports, maintain comprehensive procurement documentation and create accurate records
- Project management - Ability to develop, monitor and track delivery plans, manage timelines, scope, risks, issues and dependencies
- Attention to detail - High level of accuracy and precision in maintaining contracts registers, report writing, documentation and compliance requirements

- Stakeholder management - Strong relationship building and communication skills to liaise effectively with non-executive directors, internal teams, suppliers, auditors, eligible bodies and external partners
- Analytical and problem-solving skills - Ability to analyse complex procurement requirements, think laterally with an enquiring mind, and identify creative solutions to overcome obstacles
- Delivery-focused mindset - Strong problem-solving skills with resourcefulness to identify solutions and drive achievement of outcomes
- Self-management and initiative - Ability to work effectively on own initiative while knowing when to seek appropriate advice and guidance
- Committee support - Experience in preparing agendas, managing work programmes and supporting governance committees
- Flexibility and adaptability - Ability to work across changing priorities, deputise for senior colleagues and manage multiple concurrent projects
- IT skills - Strong proficiency in Microsoft Office applications including Word, Excel, and PowerPoint

## Desirable

- Legal research - Ability to research and interpret contractual and legal matters to support procurement decisions
- Change management - Experience in managing organisational transitions and transfer of functions
- Local government knowledge - Understanding of local authority structures, audit arrangements and public sector governance