

Job Description - Procurement Systems Manager (PB4)

Job summary

As Procurement Systems Manager, you'll play a key role in shaping how Forestry England and the wider Forestry Commission manage low value purchasing. You'll lead the Tail End Spend category, ensuring it delivers strong commercial outcomes through effective supplier management, robust compliance and ongoing performance improvement.

Working closely with colleagues across the organisation, you'll be the main commercial point of contact for our procurement systems. You'll ensure the solutions in place are working well for our users, continuously improving how we buy, and helping teams get the best possible value from every pound spent.

The role also includes line management responsibility for a Procurement Systems Business Support Officer. You'll support their development, provide clear direction and ensure the smooth and effective delivery of day to day category activities.

This is a highly visible and influential role, central to maintaining commercial discipline while enabling colleagues to buy what they need easily and responsibly. Your leadership will be vital to the long term success of the model and to supporting Forestry England's wider objectives.

The role is based in Bristol, with flexibility for blended working (see details below).

Please note that this role must be worked within the UK and cannot be undertaken overseas.

Key responsibilities & accountabilities

Procurement Systems Management

- Operational owner for procurement systems and marketplace platforms, maintaining commercial ownership end-to-end.
- Manage configuration, workflows, approval hierarchies, user permissions and catalogue structures to ensure alignment with commercial policy and purchasing controls.
- Maintain system governance, including compliance documentation and user-access protocols.
- Work closely with IT colleagues to resolve technical issues, escalating where needed while safeguarding commercial outcomes.

Vendor & Platform Relationship Management

- Lead supplier relationships for all procurement platforms, overseeing service delivery, performance against SLAs and continuous improvement.
- Chair regular supplier reviews to address operational performance, service failures and system enhancements.
- Coordinate resolution of system or process issues with vendors, IT, Finance and operational users.
- Ensure suppliers meet contractual, commercial and operational obligations.

Category Management - Tail-End Spend

- Hold overall ownership of the Tail-End Spend category, including strategy, sourcing approach and supplier segmentation.
- Analyse spend data to identify trends, compliance issues, risks and opportunities.

- Develop and maintain dashboards, management information and category insights to support decision-making.
- Lead structured category reviews with stakeholders to track performance and drive improvement.

Supplier Management

- Manage day-to-day relationships with tail-end suppliers.
- Monitor service levels, delivery performance, issue resolution, and continuous improvement.
- Coordinate commercial reviews, contract meetings and benefit-realisation activities.
- Challenge suppliers on poor performance and drive remediation.

Stakeholder Engagement & Change Management

- Serve as the primary liaison between the Commercial Services function and all business stakeholders across Forestry Commission.
- Provide advice on routes to market, compliance, purchasing controls, and operating procedures.
- Support Finance and operational leads with category queries and escalations.
- Run engagement sessions, briefings, and ongoing training.

Procurement & Commercial Delivery

- Deliver procurements relating to the Tail-End Spend Category as required.
- Develop tender documents, evaluation criteria, and contract schedules for small to medium value procurements.
- Moderate tender evaluations, draft contract awards, and manage standstill processes.
- Identify opportunities to consolidate spend, optimise pricing, or improve supplier mix.

Leadership & Line Management

- Line-manage the Procurement Systems Business Support Officer, setting objectives and supporting performance and development.
- Oversee the Procurement Systems Business Support Officer work pipeline, quality of outputs, and interactions with stakeholders.
- Provide coaching and build capability within the immediate team and wider organisation.

Continuous Improvement & Benefits Realisation

- Drive improvements in user experience, purchasing compliance, process efficiency and operation.
- Track benefits and support benefits realisation reporting.
- Identify value-for-money opportunities through analysis, supplier engagement and innovation.
- Support updates to commercial policies, templates and training materials.

And any other tasks, reasonably requested by your line manager.

Skills, knowledge & experience

Essential professional and technical experience

- Experience in a relevant procurement, commercial or contract management role.
- Demonstrated ability to manage stakeholders at multiple levels.
- Experience with supplier management and performance review.
- Experience managing procurement processes.
- Awareness of UK public-sector procurement legislation and policy frameworks.

Desirable professional and technical experience

- Experience of category management in a public-sector environment
- Experience working with Small or Medium Enterprise (SME) suppliers or environmentally focused organisations.
- Understanding of sustainable procurement and social value.
- Line-management or supervisory experience.

Qualifications

Essential

- Willingness to work towards, or possession of, CIPS Level 4 Diploma.

