

Reports to: Corporate Services Director

Contract: 12 month fixed term contract, with potential to become permanent

Location: Manchester or London with travel to both locations

Grade: D

Salary: Range depending on experience, £40,000 - £50,000 per annum

Benefits

- 30 days annual leave plus bank holidays
- Employee assistance programme
- Hybrid working (minimum two days per week in the office)
- Access to the Civil Service Pension Scheme, including Alpha (currently 28.9% employer contribution)

About Transport Focus

Transport Focus is the voice of Britain's transport users. We use powerful insight and evidence to challenge, influence, and improve the user experience across the transport sector. Key to our success is our strong stakeholder network and our ability to turn passenger and road user feedback into meaningful change.

We are an executive non-departmental public body sponsored by the Department for Transport (DfT). We are led by a board of non-executive directors appointed by DfT, the Scottish and Welsh Governments, and the London Assembly, and run by a senior leadership team based across Manchester and London.

This is a pivotal period for the organisation as we are preparing to take on new responsibilities linked to the Government's railway reforms.

Role Outline

This is an exciting opportunity to lead and strengthen procurement and commercial activity across Transport Focus, helping the organisation buy goods and services in a way that is compliant, transparent and delivers value for money.

Working closely with finance, governance, operational teams and external suppliers, you will manage end-to-end procurement activity from planning and market engagement through to sourcing, contract award, mobilisation, and supplier management. You will help colleagues understand the best route to market, make effective use of public sector frameworks, and ensure procurement activity supports the responsible use of public funds.

This role is ideal for someone who enjoys practical procurement delivery, can guide non-procurement colleagues through compliant processes, and is confident balancing business need, public procurement requirements, commercial risk, and positive supplier outcomes.

Key Responsibilities

- Lead end-to-end procurement activity across the organisation, including procurement planning, sourcing, tendering, evaluation, award, contract mobilisation, and supplier management.
- Collaborate with internal stakeholders to understand requirements and translate them into clear specifications, sourcing strategies, evaluation criteria, and procurement documentation.
- Advise colleagues on appropriate routes to market, including the use of public sector frameworks and other compliant procurement routes.
- Ensure procurement activity complies with the Procurement Act 2023 and related regulations, alongside any applicable legacy requirements under the Public Contracts Regulations 2015.
- Support procurement across all areas of business within Transport Focus
- Draft, review, and negotiate contract documentation, working with finance and project colleagues where required.
- Maintain clear procurement records, decision logs, and audit trails to support transparency, assurance, and reporting requirements.
- Identify and help manage commercial, supplier, delivery, information security, data protection, conflicts of interest and value for money risks.
- Build effective relationships with suppliers and support contract management arrangements including performance reviews, renewals, extensions, variations, exit planning and lessons learned.
- Support internal governance, spending controls, audit activity and reporting to senior stakeholders, the Department for Transport or Cabinet Office where required.
- Monitor procurement pipelines and spend data, identifying opportunities for savings, efficiencies, aggregation, and improved commercial outcomes.
- Help improve procurement templates, guidance, processes, and capability so colleagues can procure confidently and consistently.
- Promote ethical, inclusive, and sustainable procurement, including appropriate consideration of social value, equality, modern slavery, and environmental impacts.
- Provide clear procurement updates and advice to project teams, budget holders, and senior leaders.

Desired experience

You will enjoy making procurement work well for the people who use it. You will be comfortable advising colleagues who are not procurement specialists, and you will bring a practical, collaborative approach to achieving compliant and commercially sound outcomes.

You will bring:

- Experience in a procurement, commercial, category management or contract management role within the UK public sector or a regulated procurement environment.
- Good working knowledge of the Procurement Act 2023 and public procurement principles, with understanding of PCR 2015 legacy requirements where applicable.
- Experience running compliant procurements through public sector frameworks and competitive procurement processes.
- Ability to develop procurement plans, specifications, sourcing strategies, tender documents, evaluation criteria, and contract award recommendations.
- Confidence advising and guiding non-procurement colleagues through procurement processes and commercial decision making.
- Strong written and verbal communication skills, including the ability to explain procurement requirements clearly to different audiences.
- Strong organisational skills, diligence, and the ability to manage multiple procurements, deadlines, and stakeholders.
- Commercial judgement and ability to balance value for money, risk, compliance, operational outcomes, and supplier performance.
- Ideally CIPS Level 4 qualified, working towards CIPS, or able to demonstrate equivalent procurement or commercial experience.
- Completion of Procurement Act 2023 training would be advantageous.
- Experience in corporate services, ICT and digital, research, consultancy or professional services categories would be advantageous.
- Experience supporting governance, audit, transparency notices, spend controls or commercial assurance in an arm's length body or central government environment would be advantageous.
- A collaborative, adaptable approach, and enthusiasm for helping colleagues procure well and deliver positive outcomes for transport users.

Our commitment to equality, diversity, and inclusion

Transport Focus is committed to representing all transport users. Our team members will play a large part in inspiring the organisation to think differently in terms of approach to this commitment. We must show that our work is representative, relevant, and useful. Diversity and inclusion are key to being able to do this effectively. We believe that everyone in society deserves the same chances in life. Having a diverse and inclusive organisation means we can tap into different perspectives and experiences to generate current ideas and initiatives, which will make our work more relevant and useful. We want Transport Focus to be a place for everybody and anybody to work. We aim to build teams that draw upon the widest range of experiences, talent, and ideas, and for that reason welcome applications from the broadest range of backgrounds and communities.