

Director of Procurement



Introduction

STAR Procurement is the collaborative procurement service for **Knowsley, Rochdale, St. Helens, Stockport, Tameside, and Trafford Councils**. We sit strategically alongside our partners and support them in the delivery of an excellent procurement service and deliver ad hoc support to other public sector organisations nationally, which can lead to longer term relationships and the growth of STAR.

STAR is recognised regionally and nationally for procurement innovation and excellence as well as being a front runner in securing and delivering demonstrable Social Value. The team size is 55 employees and our influential spending per annum is circa. £2.1bn.

This is an exciting time; Greater Manchester and Liverpool City Regions both continue with their Devolution Deals, and this continues to create opportunities to work pan-regionally and more collaboratively to help to improve service delivery for our residents and support our local businesses and VCSFE organisations to thrive by targeting local spend.



Role Narrative

The STAR Board are looking for an outstanding Director of Procurement who can build on success to date and develop STAR further. Candidates need to be commercially focused with the ability to drive performance and efficiency through commercial acumen, collaboration and Social Value.

You will need to bring significant experience of strategic leadership and management in a multi-partner context and proven success in partnership working, and robustly leading organisational change at a senior level.

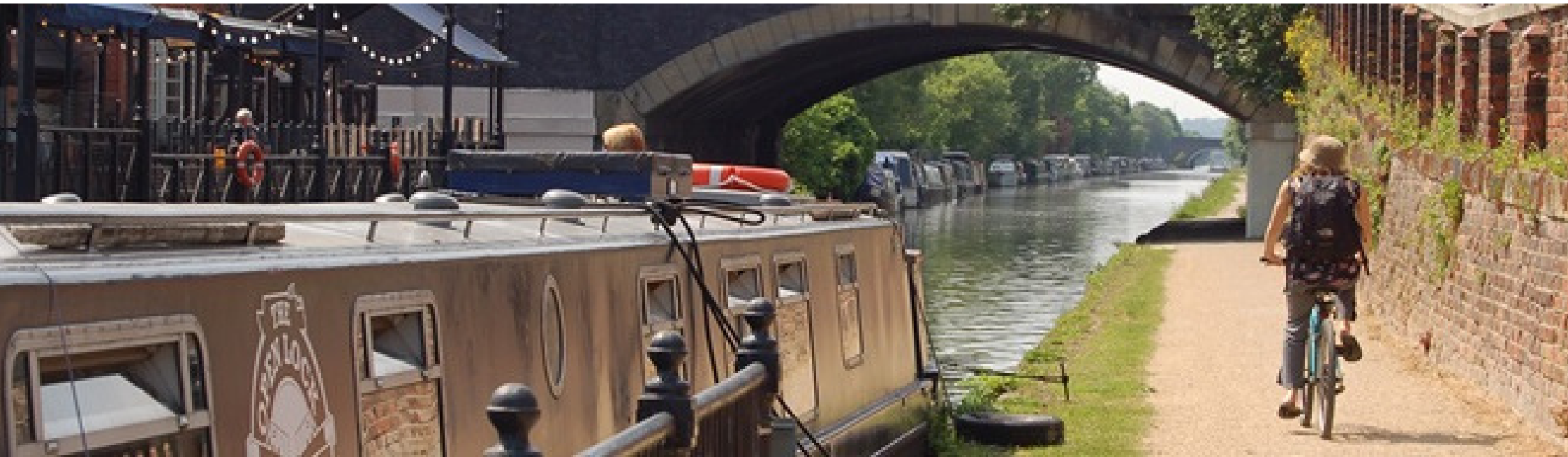
You will bring a flair for developing strategic working relationships and partnerships with other agencies, demonstrating excellent communication skills, the ability to influence and negotiate to deliver effective outcomes and bring a track record of delivering efficiency and improvement through procurement practices, collaboration and Social Value etc.



Note from Lorraine Cox

"It has been a pleasure to be at the helm of STAR Procurement for almost nine years. This is now a highly effective, award winning shared procurement service. We are a very closeknit team with strong retention and a successful 'grow your own' approach that has allowed us to operate across multiple partners, deliver excellent compliant procurement, and drive efficiencies. Our new Business Plan from 2025 sets the focus for the next three years which strives to deliver more with a big emphasis on collaboration within STAR and with wider business and VCFSE sectors. The new Procurement Act enables a platform to improve further and impact on people, place, and planet. Good luck to my successor, I hope you bring a new vision, lots of energy, continue with clear leadership and the determination to deliver to many demands and priorities".

Former Director at STAR Procurement (July 2025)



About Trafford Council

Our Culture

Trafford Council is the host council for STAR and employs around 2300 non-school members of staff and is one of the biggest employers in the borough, we work hard to make Trafford Council an employer of choice. We care what you think and believe you are more than just a job role. We have a great benefits' package and a real focus on your health and wellbeing, as well as extensive learning, succession and development opportunities.

For us, it's not just about what we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our EPIC values.

At Trafford Council we are **EPIC**

We EMPOWER – We inspire and trust our people to deliver the best outcomes for our customers, communities and colleagues.

We are PEOPLE CENTRED – We value all people, within and external to the organisation and give those around us respect. We will act with honesty and integrity in all that we do, and create an environment that enables everyone we work with to thrive and succeed.

We are INCLUSIVE – We are committed to creating an environment that values and respects the diversity and richness differences bring.

We COLLABORATE – We build relationships, collaborate; treat people as equal partners and work together to make things happen.

WE EMPOWER



WE ARE PEOPLE CENTRED



WE ARE INCLUSIVE



WE COLLABORATE



About Trafford

Trafford – where all our residents, businesses and communities thrive

Trafford is a great place to live, work, learn and visit. From its leafy suburbs to its more urban areas, the borough takes pride in its strong, diverse communities, its cultural and sporting heritage and its position at the heart of the region's economic powerhouse.

Trafford Council and its partners in the public, private and third sectors have a Vision which sees us working together to close inequality gaps and maximise Trafford's huge potential.

At the heart of our vision is a common cause – we want to make Trafford a better borough. We want to make it a place where everyone has a chance to succeed and where everybody has a voice. Through our new vision, we are making a commitment to work together across different services and agencies to make the best use of our resources.



About the Role

This Role Profile outlines the key tasks you will be expected to perform to give you an understanding of a typical day and the key activities that you will be expected to deliver or contribute to the delivery of.

The 'About You' section explores what qualifications, experience, skills and knowledge you will need for the role. We are a values-based organisation and you will need to reflect our values, as well as the requirements in 'About You' in your application.

Overview

STAR Procurement is the collaborative procurement service for Knowsley, Rochdale, St. Helens, Stockport, Tameside, and Trafford Councils. We sit strategically alongside our partners and support them in the delivery of an excellent procurement service. STAR also have a Development team that focuses on the running of the STAR operation from strategy through to the delivery of a commercial function to external public sector customers.

Main Priorities:

- Direct leadership and management across the STAR Procurement service.
- Support the STAR partner organisations, chief officers and Members to deliver to their corporate priorities including Social Value.
- Directing STAR towards the STAR Business Plan to deliver tangible outcomes and improvement.
- Lead performance against the performance framework and KPIs, accountable to STAR Joint Committee.
- Lead strategic growth and commercial operations for STAR, developing strategies for new opportunities for income and growth.
- Oversee good governance, risk management and compliance that delivers a robust core offer and improves productivity and performance using technology and innovation.
- Work closely with STAR Board and wider senior colleagues from the partner organisations to drive the STAR vision, objectives leading to continuous improvement.
- Supporting partners with a place-based approach working collaboratively with their other anchor institutions, businesses and VCFSE sectors to deliver to their communities.
- Represent STAR nationally, regionally and locally to 'Champion' the success and uniqueness of operations as a collaborative shared service in procurement, Social Value, compliance, innovation and improvement.
- Lead the workforce to ensure STAR has the best structure or operations to deliver to changing demands and to ensure we maintain strong staff retention, build on succession through the 'grow your own' policy and successful recruitment.

About the Role

Key Duties:

- Day to day strategic leadership and management of STAR.
- Lead innovation, improvement and change supporting partner organisations to utilise STAR as an enabling department.
- Lead the Strategy of the STAR Business Plan and associated Strategies and Policies within STAR ensuring alignment with legislation and policy at all levels - national/regional/organisational/individual partner organisations.
- Create collaboration that strengthens STAR, partners, customers, informal collaborations, sharing best practice that develops and enhances STAR.
- Manage successful relationships with existing and potential partners/customers.
- Oversee the commercial function, budget management and maintaining financial sustainability and overseeing SLAs, Legal, HR, ICT, Finance and all related matters to ensure the core offer is fit for purpose.
- Deliver to STAR performance management framework, accountable to STAR Joint Committee to ensure we report success and also respond to underperformance.
- Working within a political environment, coordinating STAR Joint Committee and delivering to wider Executive functions such as attendance at Cabinets, informal Cabinets, Audit committees and scrutiny panels. Ensuring good governance that is fit for purpose in a multi-partner organisation.
- Deliver to tight timescales across multi-partners/customers.



About You

Qualifications and Professional Development	<ul style="list-style-type: none"> • Degree or equivalent education / relevant professional qualification or significant experience • Evidence of continued professional, managerial and personal development
Experience and Knowledge	<ul style="list-style-type: none"> • Significant experience of strategic leadership in a multi-partner/collaborative context in the Public Sector. • Proven success in collaborative work delivering to multiple partner priorities. • Change Management leadership, experience of robustly leading organisational change at a senior level. • Proven success in developing strategic working relationships and partnerships with other agencies, influencing and negotiating effective outcomes. • Track record of delivering compliance, efficiency and improvement through procurement practices aligning with legislation and relevant national policy. • Demonstrate experience in driving effective collaboration through procurement. • Evidence of working with Members and senior officers. • Demonstrable leadership particularly in a commercial environment that can transform and grow STAR to deliver better outcomes for its partner organisations and customers. • Evidence of managing conflict at a senior or political level whilst maintaining robust relationships. • Experience of Financial management - including budget management securing a sustainable position and achieving performance targets.
Skills and Abilities	<ul style="list-style-type: none"> • Ability to lead strategy and drive improvement across multiple partner organisations. • Ability to deliver to tight timescales across multi-partners with differing and demanding pressures. • Ability to create, lead and deliver tangible outcomes in new areas of work through innovative ideas.

About You

	<ul style="list-style-type: none">• Ability to lead and motivate others to high performance, using performance management techniques/systems to ensure continuous improvement and effective service delivery.• Change management skills and proven ability to plan, lead and implement significant change.• Project management skills that demonstrate the ability to support and manage multi-partners/multiple programmes.• Policy development skills to review and create targeted activity to deliver improvement aligning national, regional and local priorities.• Ability to analyse complex issues and adopt a creative approach to problem solving and service delivery in challenging circumstances and competing priorities.• Excellent stakeholder management and communication skills, with a successful record of influentially communicating, negotiating and engaging with a wide range of stakeholders, building partnership and productive working relationships to achieve shared objectives.• Excellent communication skills both written and oral, including the ability to articulate and disseminate strategy, present clear concise reports to a wide range of audiences.• Experience and awareness of working with Members and handling political sensitivities.
Special Conditions	<ul style="list-style-type: none">• Car User / full driving license required.• Willing and able to travel to sites across Greater Manchester and Liverpool City Region and wider national sites as and when required as part of growth/income delivery activity and the promotion of STAR nationally.• Unsocial hours/evening work may be required on occasion.

More Information

Health & Safety

To operate safely within the workplace with regard to the Council's health and safety policies, procedures and safe working practices. To be responsible for your own Health and Safety and that of other employees.

Equalities & Diversity

To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

Customer Care

To continually review, develop and improve systems, processes and services in support of the Council's pursuit of excellence in service delivery. To recognise the value of its people as a resource.

Training & Development

To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

Policy

To work at all times within the established policies and practices of the Council, within the framework established by the Council Constitution and associated guidance.

Information Governance

Confidentiality is of prime importance. In the normal course of duties, the post holder will have access to personal and or sensitive information relating to service users, staff and contractors, as well as information of a commercially sensitive nature. Such information should not be communicated to anyone outside or inside the Council unless done in the normal course of carrying out the duties of the post. Disciplinary action will be considered where a breach of confidence and or data breach has been established.

Perks & Benefits Package

Generous Annual Leave

Receive 26 days of annual leave plus bank holidays, increasing to 31 after 5 years. Purchase up to 10 extra days yearly.

Family Flexible Policies

Access parental, maternity, paternity, and special leave for family needs. Balance work and home life with enhanced schemes.

Excellent Pension Scheme

Auto-enrollment in a defined benefits pension scheme with employer contributions. Plan for retirement with AVC options.

Banked Leave Scheme

Save up to 1 week of unused annual leave per year for special occasions. Enhance your work-life balance

Travel Schemes

Participate in Cycle to Work and Car Lease Schemes for eco-friendly commuting options

Healthcare

Join a Health Cash Plan for discounted health treatments. Receive free eye tests for computer users.

Retail & Technology Schemes

Access retail discounts and home technology through salary sacrifice schemes.

Volunteer Days

If making a difference to others is essential to you, then you can take advantage of up to two paid volunteering days each year, in addition to your annual leave

Great Health and Wellbeing Offer

Access mental health support, wellbeing coaching, and Employee Assistance Programme resources. Maintain a balanced work life.

EPIC Recognition

Appreciate staff contributions through Cheers for Peers, Epic Star Awards, and Time to Shine Awards.

Staff Forums and Networking Groups

Get involved in our staff forums; including our Active Travel Group, EPIC Pioneers, Working Carers, Disabled, BAME, LGBTQ+ and Muslim Staff Network Groups.

Payscale

SM3A - 9 - £100,731
SM3A - 10 - £102,031
SM3A - 11 - £103,382
SM3A - 12 - £104,625

Contact Us

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