



CASTLEFIELD RECRUITMENT



Community
Health
Partnerships

Head of Procurement

Candidate Pack

April 2026

About Us

Community Health Partnerships has three core business areas with communications and digital enablers. The key enabling functions of the Data, Digital, and Technology and the Communications, People, and Culture teams support the delivery in each area:

Investment and Finance:

We are a 40% shareholder on all but seven LIFT companies. As a DHSC company we ensure the stewardship of the public interest in these joint ventures through our role as public sector shareholder.

We actively manage our investment in the LIFT companies and provide effective stewardship of the public private partnerships through monitoring, evaluating, and driving value and benefit from the portfolio. As Head Tenant in 308 buildings, we also manage the payments and charges in relation to the leasing and management of the portfolio.

We also have corporate financial performance targets set by the Department of Health and Social Care.

Strategic Business Development:

Our strategic business development team works with Integrated Care Systems to support delivery of Integrated Care Systems' future place-based infrastructure needs, driving the use of the LIFT buildings as core assets.

Our in-house estate strategy, optimisation and property expertise is well placed to mobilise quickly to support ICSs to develop and implement their ICS infrastructure strategies. Our people will partner with ICSs advising on how our buildings can respond to changing patterns of health and social care delivery. This includes access to established supply chains and acting as the informed client for NHS partners.

Our Strategic Business Development team also work on national programmes such as the Primary Care Data Gathering Programme and the Primary Care Network Service and Estates Planning toolkit.

Property and Operations:

We inherited the role of Head Tenant from the former NHS Primary Care Trusts in 2013.

Our property and operations function covers health and safety, technical advisory and property developments, who deliver our Capital Programme. They deliver safe, sustainable infrastructure that provides value for money and aims to lead in the adoption of professional standards for the type of facilities managed.

Our property and operations function will:

- Lead the adoption of professional standards where appropriate and ensure the professional approach of our staff to support our stakeholders
- Deliver sustainable infrastructure through our green plan, procurement and head tenant role to drive the adoption of more sustainable facilities
- Provide value for money in the services we procure and deliver, as well as transparency.
- Be properly resourced to meet our responsibilities for our buildings and our customer's expectations



Community Health Partnership Values

At CHP our vision is to be a leader in shaping the care environment for locally based services, and this is underpinned by our core strategic aims of:

- Leading
- Working with partners and customers
- Delivering sustainable infrastructure
- Providing value for money
- Supporting our people

Our values and underpinning behaviors are detailed below:

Commitment

- Do what we say we will do
- Work together

Respect

- Actively listen and feedback
- Treat people with dignity and professionalism

Inclusivity

- Value everyone for who they are
- Be open-minded

Accountability

- Take responsibility of your words, actions, and results
- Lead by example

To be successful in this role you will need to demonstrate a genuine commitment and ability to work in this way.



Job Description

Job Title	Head of Procurement
Contractual Location	CHP office or Lift Building with regular national travel
Reports to	Chief Financial Officer
Number of Direct Reports	3
Budget Responsibility	N/A
Total Employee Responsibility	3

Main purpose of job

The Head of Procurement will act as a subject matter expert (SME) providing highly professional and effective procurement advice, guidance and procedures. The role is accountable for the performance of the procurement team and provision of procurement services. This senior position will act with a high degree of autonomy engaging with a range of internal/external stakeholders, building, managing and maintaining productive relationships, enabling the delivery of compliant and effective procurement activity. The role requires in depth understanding of related legislation including the Procurement Act 2023, Procurement Regulations 2024, Public Contracts Regulations 2015 and ancillary legislation including but not limited to The Public Services (Social Value Act) 2012, Climate Change Act 2008 and Freedom of Information Act 2000 and understand how these apply in organisational context.

Main responsibilities and accountabilities

People management

- Lead, support and develop the procurement team ensuring effective mentoring through regular 121 meetings and performance reviews
- Proactively manage people related matters in line with policy and procedures
- Provide direction through clear communication and conduct regular team meetings
- Ensure the procurement team have the skills necessary to undertake their responsibilities and have access to training and development to maintain capability in line with regulatory requirements, government policy and best practice.
- Manage team capacity and maintain a project pipeline aligned to priorities and resource capacity, setting performance standards.

Job Description

Duties

- Accountability for CHP's procurement strategy, ensuring successful implementation liaising appropriately with SLT on key deliverables
- Act as SME providing a highly professional and effective approach to the provision of procurement liaising with internal and external stakeholders including but not limited to Crown Commercial Services, DHSC procurement, and suppliers
- Act as SME overseeing procurement projects including but not limited to compliance, procurement procedures, commercial advice and modelling
- Ensure compliance with legislation, achieve value for money objectives, support the empowerment of departmental teams to manage tactical purchasing activities locally
- Lead the procurement team in developing policy, procedures and guidance working to best practice, sharing knowledge and tactical interventions and supporting internal stakeholders to enable compliant procurement
- Manage and maintain effective procurement resources including but not limited to:
 - Procedures for the procurement of works, goods and services
 - Advice and guidance on the best use of procurement systems (manual and IT)
 - Develop effective communication plans to promote the expertise of the team, ensure new systems and processes are adopted and communicated.

Stakeholder management

- A Finance SMT member attending Board Committee's where required.
- Industry suppliers of goods and services; Policy leads at Cabinet Office, NHSE/I, DHSC and Crown Commercial Services
- Supply chain contacts including but not limited to professional services suppliers/consultants, contractors and service managers;
- Manage and maintain effective relationships with external stakeholders including but not limited to Crown Commercial Services, Cabinet Office, DHSC, supply chain, partner agencies, LiftCo and MSA representatives
- Represent CHP in external forums promoting our aims and values, working collaboratively sharing best practice, identifying improvement/innovative opportunities
- Support structured development for stakeholders to enhance knowledge of procurement requirements, policies, process and compliance including signposting to central resources such as the sourcing playbook, procurement policy notes and procurement guidance, and the provision of bespoke resources

Reporting

- Establishing KPIs to monitor progress and to support long term planning.
- Provide effective reporting on procurement spend, KPI's and performance metrics

Personal Specification

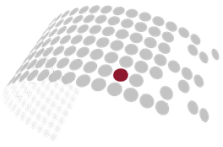
Criteria	Essential	Desirable
Education and qualifications	<ul style="list-style-type: none"> • Educated to degree level or equivalent • CIPS qualified with relevant equivalent senior experience. 	<ul style="list-style-type: none"> • PA23 Advanced Practitioner Accreditation • PA23 Superuser Accreditation
Knowledge and experience	<ul style="list-style-type: none"> • Experience of working at a senior level, managing a Procurement team. • Budget responsibility • Delivering effective contracts including value for money • Managing complex procurements • Using models/data analysis to deliver an effective centre-led procurement function. • Achieving optimal business outcomes in line with corporate values. 	<ul style="list-style-type: none"> • NHS and/or local national government • Government procurement policy • Sustainable procurement including delivery of social value outcomes • Wider legislative landscape; international treaties, subsidy control/wider UK legislation which may affect procurement
Skills and behaviours	<ul style="list-style-type: none"> • Excellent communicator both verbal and written • Resilience to operate effectively in a changing business environment • Operating within policy constraints 	

Employee Benefits

CHP is committed to providing a positive working life for its employees. Below are benefits that we offer to our people:

- Competitive salary
- 28 days holiday per year (excluding bank holidays)
- Generous pension scheme
- Health cash plan
- Group income protection (subject to T&C's)
- Employee Assistance Programme
- Continuous training for personal & professional development
- Blue Light discount





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Get in Touch

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