



# Strategic Sourcing Specialist

Candidate Pack

May 2026

# About Constellia

Established in 2007, Constellia is a leading procurement solutions provider, managing over £400 million of spend across more than 240 public and private sector organisations.

Through its managed marketplace of more than 4,000 pre-approved suppliers, including micro-SMEs, SMEs and large organisations, Constellia's neutral vendor model creates fair and equal access for suppliers of all sizes. It enables clients to procure goods, works, services and technology across more than 400

subcategories of spend, all through one simple and compliant route to market.

Constellia connects buyers with the right suppliers, enabling them to work together with transparency and efficiency while driving value for money, innovation and measurable social impact. As an employee-owned organisation, we put people at the heart of how procurement solutions are delivered across the Constellia community.



# Job Description

## Job Summary

Responsible for working with a wide range of key blue-chip clients, Government Departments, Local Government Agencies, NHS and Local Authorities to develop and deliver comprehensive sourcing strategies, spend management strategies.

Developing and delivering the sourcing of Goods, Service and Technology through end-to-end procurement activity on behalf of our clients.

Leveraging your expertise in commercial and procurement advice, you will act as a trusted partner to client procurement teams and stakeholders. You will work closely with internal teams, including legal, commercial and operation to shape strategic sourcing decisions and negotiate favourable commercial terms, ensuring best practice is followed throughout.

Support the rollout of a category management approach within the Strategic Sourcing team, helping to optimise sourcing practices and strengthen Constellia's overall service delivery model.



# Job Description

<b>Job Title</b>	Strategic Sourcing Specialist – Goods, Services and Technology
<b>Department</b>	Strategic Sourcing
<b>Reports To</b>	Head of Project Management and Procurement Excellence
<b>Salary</b>	Up to £55,000
<b>Location</b>	Hybrid – 3 days office 2 days home. Offices in North East and Nottingham, with regular travel to meet clients and suppliers.

## Key Responsibilities

- **Strategic Procurement:** Deliver complex, high-value projects through end-to-end procurement activity ensuring procurement decisions are aligned to clients' strategic goals.
- Deliver expert advice on routes to market, contracting and tendering vehicles and specification development.
- Seek best value thorough supplier selection and contracting
- **Spend Analysis:** Conduct detailed spend analysis by collecting, cleansing, and categorising client expenditure data to identify cost-saving opportunities, inform sourcing strategies, and support evidence-based decision-making across key categories.
- **Market Research:** Conduct market research to identify potential suppliers, evaluate market trends and leverage market intelligence. Monitor industry trends best practices in strategic sourcing and recommend service improvements.
- **Commercial negotiation:** Effectively engage and negotiate favourable terms to ensure cost reduction, quality, reliability, and innovation with our clients and suppliers, alongside our legal team.
- **Supplier Management:** Identify, evaluate, establish and maintain strong relationships with key suppliers, ensuring supplier performance is monitored through robust contract management practices.

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- **Stakeholder Engagement:** Develop strong working relationships with all stakeholders both internal and external, promoting a culture of shared responsibility for procurement success.
- Build and develop strong professional relationships with all client stakeholders.
- Proactively and positively engage with colleagues to ensure the successful delivery of support from our teams – implementation, supplier relationships, operations, finance and legal.
- **Resource Management:** Manage a robust workplan ensuring the delivery of all procurement and contracting activity is within the expected timeframes and promoted to clients and suppliers.
- **Collaboration:** Identify supplier and category spend across the Constellia marketplace to identify opportunities of client and supplier collaboration to drive value for money and potential savings.
- **Cross departmental:** Deputise when required for the Head of PMO and Procurement Excellence and other senior managers when requested.
- Provide managerial support across the procurement team and to senior managers where required.
- Support urgent requests for the procurement of goods and services and ensure that arrangements are in place to meet the urgent requirement, dealing with the request responsibly, professionally and effectively
- **Social Value:** Understand and support delivery of clients' social value and sustainability objectives, ensuring procurement decisions reflect their wider commitments.
- Embed social value into strategic procurement activity working closely with our internal social value.
- Ensure social value KPIs are embedded within the contract deliverables along with KPIs and milestones.
- Work with our social value lead to understand the reporting obligations that Constellia must provide to our Framework providers, clients and suppliers.
- **Health and Safety:** Responsible for the health, safety and welfare of customers, clients and colleagues in accordance with organisational health and safety guidance, policies and procedures.
- **Compliance:** To ensure compliance with applicable laws and regulations in force at the time.
- To uphold and comply with organisational policies and procedures and promote those specifically applicable to this role.
- Assist in the development and implementation of operational policies and procedures.
- Support activities which ensure compliance to accredited standards awarded to Constellia Ltd.

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- **Self-Management:** Lead by example.
- Be open to change, amend working practices in response to changes in process with a positive attitude.
- Be open, honest, respectful and reliable.
- Be attentive to detail in any procurement and negotiation activity.
- Be professional, impartial and unbiased in your communication, advice and recommendations to all stakeholders when representing Constellia Ltd.
- **General:** To present and promote the organisation positively and professionally.
- To promote equality, diversity and inclusion and comply with such policies and procedures.
- To undertake any other duties as may reasonably be required commensurate with the post.

## Qualifications

### Essential

- GCSE Maths and English level 4 or above (or equivalent).

### Desirable

- Degree or equivalent.
- Professional qualification such as MCIPS.

## Skills and Experience

- Strong understanding of Public Contracts Regulations and the New Procurement Act
- Proven experience of working in a Contracting Authority environment and / or with Public Sector Clients
- Proven experience in a strategic sourcing or procurement role.
- Experience of spend analysis and strategy development.
- Experience in contract terms and commercials.
- Experience of sustainability and social value in procurement
- Experience in developing and delivering sourcing strategies.
- Strong understanding of sourcing methodologies and negotiation techniques.
- Strong stakeholder management and influencing skills.
- Ability to work collaboratively.
- Resilient with an innovative solution-focused approach.
- Ability to create and maintain positive relations.
- Passionate about delivering excellence.
- Embraces change and seek continuous improvement.

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- Embraces change and seek continuous improvement.
- Excellent written and verbal communication skills.
- Advanced skills in Microsoft Office.
- Effective communication and interpersonal skills, with the ability to build strong relationships with internal stakeholders and suppliers.

## Professional Behaviours

### Delivery – Achieving Results

- Analytical Thinking.
- Content Expert.
- Delivery Assurance.
- Flexible Thinking.
- Managing Resources.
- Teamwork and Leadership.

### Interpersonal – Building Relationships

- Client Focus.
- Emotional Intelligence.
- Influencing.
- Negotiating.
- Relationship Development.

### Strategic – Planning for the Future

- Growth Mindset.
- Organisational Alignment.
- Stakeholder Management.
- Strategic Thinking.

## Additional Requirements

- Baseline Personnel Security Standard (BPSS) Check.
- Security Check (SC) Clearance (specific roles only).

# More Information & Benefits

## About Constellia

Established in 2007, we are one of Britain's fastest-growing private companies (Sunday Times 100, 2024 & 2025) and a leading Neutral Vendor Managed Service Provider in the UK.

We manage over £400 million of spend across 200+ public and private sector organisations and are the UK's only Neutral Vendor enabling public sector and utility clients to procure Goods, Works, Services and Technology through a single, compliant route.

Our marketplace includes 3,000+ pre-approved suppliers across 400+ subcategories, giving clients unrivalled choice, speed, and flexibility — while driving efficiencies, social value, and savings.

## Benefits Package

- **BUPA Healthcare plan**, available from day one.
- **NEST pension scheme**, available from day one.
- **Buy Annual Leave Scheme** (post 6 months probationary period)
- **Enhanced maternity & paternity** leave arrangements.
- **Paid volunteer time**
- **Employee Referral Bonus Scheme**
- **2 days a week hybrid mode** (office based employees)
- **Company events**





# Get in Touch

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