CASTLEFIELD RECRUITMENT

ATLAS
BFW Management Ltd

Procurement Manager

Candidate Pack

September 2026

About Atlas

Established in 2017, Atlas is a private limited company which is a wholly owned subsidiary of Blackpool Teaching Hospitals NHS Foundation Trust.

That means we are owned by the NHS for the NHS - and we are committed to delivering the best services possible and supporting our local community.

The profit we make is returned to the NHS for patient care as well as investing in the development of our team and growing the company for the communities we serve.

Atlas works with clients in both hospitals and community healthcare sites, spanning Blackpool, Fylde and Wyre, north Lancashire and south Cumbria. We also manage properties on behalf of the NHS National Artificial Eye Service from Scotland to England's South West.

Approaching 200 colleagues pride themselves on creating the best possible environment for their patients, services users, staff and visitors.

About the Procurement Team

The Procurement Team provides strategic procurement, contract management and commercial support services across Atlas, its parent organisation, Blackpool Teaching Hospitals NHS Foundation Trust, and the wider healthcare sector. The team plays a critical role in ensuring that goods, services and contracts are procured effectively, compliantly and in a way that delivers value for money and high-quality outcomes for the organisations and communities we serve. Working closely with stakeholders across Estates, Facilities Management, Property, Transport, Medical Engineering and other support services, the team supports the full procurement lifecycle, contract performance management, supplier engagement and the delivery of strategic procurement objectives. The team also works in partnership with external providers and procurement organisations to maximise efficiencies, strengthen governance and support the operational and strategic priorities of both Atlas and Blackpool Teaching Hospitals NHS Foundation Trust.

Message from David Robbins - Finance Director

"Procurement is an essential element of the services that we offer to our clients and as such it is imperative that we enhance the visibility of our spend, increase control over our spend and drive accountability for our spend throughout the organisation. A key element of doing this is ensuring that our suppliers are regularly monitored and managed to obtain best value. Furthermore, we must be certain that our suppliers adhere to agreed policies and key performance indicators and that they work with us to achieve continuous improvement and cost benefits…"

Our Values

Our Mission

Our mission, or what customers should expect from us, is to deliver safe, effective, cost-efficient services to our clients.

Our Vision

The Atlas vision, or our ambition for the future, is to be recognised as the market leader in the provision of fully managed healthcare facilities and non-clinical services across the local health economy.

C

Client Focussed

We believe in putting our clients' needs at the heart of everything that we do and providing superior quality services that we can be proud of.

A

Accountable

We take ownership of our work and are responsible and accountable for delivering on our commitments to our clients and to each other.

R

Respect

We act in a professional and courteous manner at all times, working together to share knowledge and empower each other to become part of a great team.

E

Enthusiasm

We have a positive, 'Can-do' attitude, which inspires others to do the same and helps us strive to make our vision a reality.

Job Description

Job Title	Procurement Manager
Salary: Fixed Point	£60,996
Business Unit	Corporate Services
Responsible To	Head of Finance
Base	Office / Hybrid
Contract Duration	Permanent
Hours	37.5 hours per week

Job Purpose & Role

The Procurement Manager will be responsible for assisting the Head of Finance to develop the Atlas procurement strategy and for the management of the end-to-end procurement lifecycle including all supplier contracts across the business together with the management of the business procurement and contract management system, currently Atamis.

They will assume responsibility for the ongoing implementation and drive usage of the Atamis system as well as ensuring that its use is embedded across the business. Furthermore, they will ensure that the system is utilised to its full potential and that records within the system are fully and accurately maintained whilst working with colleagues across the business to ensure that all contract records are held within the system.

The post holder will ensure that the Atamis Supplier Relationship Module is fully embedded within the business and that colleagues utilise this element of the software to its full potential for contract management routines.

The post holder will work with key stakeholders across the business and with external stakeholders including suppliers to ensure that contracts are effectively procured and that there is a robust contract performance management system in place to ensure that the business is obtaining value for money, procuring high quality services and goods and that the services and goods are being delivered in line with the agreed contract.

They will lead on the development of an annual procurement plan and ensure that there are mechanisms in place to monitor and report progress.

Job Description

The post holder will ensure that the procurement framework has robust governance processes and will support the delivery of efficient and effective procurement and contracting activities supporting customer requirements, ensuring the best value for all aspects of Atlas's business and to promote this support to all users.

They will be aware of the wider procurement policies and legislation in the UK and supporting the Atlas Head of Finance to ensure that the Company is compliant with all appropriate legislation, the Atlas Financial Governance framework, and the clients' Standing Financial Instructions.

The post holder will play a key role in the oversight of all procurement and operational activities associated with delivery against both contractual requirements and business objectives, within agreed timescales. This includes facilitating and monitoring contracts, invoices, and requisitions.

As the lead specialist, for the procurement activity, they will work with Atlas colleagues to deliver a wide portfolio of contracts, including liaising with service providers, whilst motivating and developing their team to deliver agreed performance and efficiency targets. This will include working closely with the other partners such as One LSC ensuring that contracted delivery targets are met.

The post holder will provide procurement advice to both internal and external stakeholders and will liaise with business leads within Atlas and the client to ensure compliance in the use of agreed standardised products and to ensure that the range of items within catalogues is rationalised to an optimum level.

The post holder will work with appropriate data analytics tools and large datasets and will have overall responsibility for managing and conducting analyses within various projects, producing reports and other related documentation and contributing to the development of metrics and indicators looking at efficiency and productivity within Atlas and its clients.

Key Duties & Responsiblities

- Whilst not exhaustive, the following duties represent an indication of the key duties and responsibilities expected of the post holder.

Procurement Management and Resourcing

The post holder will:

- Lead the Procurement team on a day-to-day basis and provide support and guidance with regards to all professional and training developmental needs within the team.
- Be responsible for the procurement of high value, complex contracts, ensuring appropriate project management processes are in place, status reports are compiled and both PCR 2015 & PCR 2023 Regulations are fully complied with.
- Work with key stakeholders, coordinate and facilitate tenders in line with appropriate procurement legislation, the Atlas Financial Governance Framework and clients' Standing Orders and Financial Instructions, to ensure optimum value for money.
- Use appropriate business systems, support key stakeholders in the development and delivery of an annual procurement work plan that supports Atlas's and the clients' agreed procurement strategy.
- Manage and monitor all contract timelines, producing Procurement Activity Pipelines for planning and resourcing.
- Support stakeholders in consideration of the commissioning of projects and the use of procurement of services to support project delivery, acting in accordance with the Company's financial governance framework.
- Work with key stakeholders, develop standardisation of category products and services across the business to achieve:
  - Consistency of approachfor clients and Atlas.
  - Economies of scale associated with collaborative procurement.
- Produce tendering documentation and templates.
- Provide professional Contract Management Support services to stakeholders across each department ensuring all relevant Standard Financial Instructions are adhered to.
- Oversee regular contract review meetings with suppliers and key stakeholders to ensure that the contract is performing as expected and that any concerns are communicated in a timely manner so as to avoid service disruption.
- Provide regular reports showing contract performance both quantitative and qualitive for all major contracts.
- Maintain the Atamis contracts software system and ensure that the data contained therein is accurate and up to date.
- Work with key stakeholders, supporting them to utilise the procurement software used by Atlas and its clients to maintain efficient and accurate processes from requisition to successful payment of any related invoices.
- Work with key stakeholders, supporting them in using category and procurement skills to produce and implement procurement plans to ensure the delivery of assigned product/service areas of the procurement strategy.

Key Duties & Responsiblities

- Ensure that procurement management systems are operating effectively to meet financial governance needs and achieve all goals where these are set.
- Work closely with the Head of Finance to ensure the contracts database is an effective control to assist in budgeting and planning.
- Support budget holders in managing their budgets for contract management.
- Identify and report on efficiency savings achieved through contract negotiations and tendering activities.
- Deputise for the Head of Finance across a range of duties including attendance at Senior Leadership Team and Operational Performance Group.
- Collaborate with One LSC to maximise value for money and deliver savings via the use of appropriate framework agreements and contracting methodologies.
- Collaborate with approved framework providers including NHS Supply Chain to maximise value and compliance within the procurement process.
- Develop pertinent procurement software and ensure that any Excel related databases and spreadsheets are maintained effectively to ensure the quality of data output and where necessary subsumed within new procedures / procurement methodologies.
- Under the direction of the Atlas Head of Finance assist in the development of robust reporting systems to monitor performance and provide support in the identification of issues to ensure timely interventions. In addition, provide ad hoc information to support decision making as required.
- Lead on commercial negotiations with suppliers in accordance with the project timescale.
- Support in purchasing goods and services and contracts as well as finalising whole life costs.
- Use appropriate business tools, conduct financial analysis in order to aid procurement projects.
- Ensure that the Procurement Team deliver excellent performance in processing of requisitions, purchase orders, supplier invoices and property support services.
- Monitor and report on the use of procurement waivers within the business and actively seek to reduce reliance upon them.
- Ensure that the team provides a robust service working in partnership with the appointed property management company.
- Be required to manage a busy workload, as well as dealing with conflict and undertake relevant contractual dispute & management training courses to be able to effectively negotiating contractual terms and conditions with suppliers and resolve any contractual disputes.
- Record efficiencies in the form of savings from budget and inflation/cost-avoidance.
- Liaise with suppliers and other stakeholders to manage discrepancies and avoid disruptions within the supply chain.
- Support the delivery of all appropriate Key Performance Indicators (KPIs) in relation to Client contracts and departmental objectives.
- Communicate with groups and individuals when delivering presentations during the procurement process, which could include briefing suppliers on stakeholder requirements, contract evaluation etc.

Key Duties & Responsiblities

- Effectively manage procurement queries in a timely manner.
- Support the Atlas strategic procurement objectives by providing training to key stakeholders and colleagues in consideration of procurement activities ensuring that colleagues are upskilling in line with business requirements.
- Be competent in analysing complex areas of the procurement process in detail.
- Be responsible for the facilitation and organisation of regular meetings with key stakeholders and providers, which includes problem solving, negotiation, service delivery meetings etc.
- Undertake pertinent training to support the Head of Finance in verifying financial information from suppliers when required.
- Inspire customers and colleagues, gain their commitment and build a high-performing team.
- Review the Service Level Agreements with regards to the delivery of services to ensure that they remain relevant and up to date.
- Through attending pertinent training develop appropriate skills in order to have a positive impact on procurement activities.
- Demonstrate a high level of accuracy in their work at every opportunity.
- Provide procurement reports to Directors, Operational Performance Group and the Board as required.
- Participate in research, audit reviews and other initiatives in accordance with Procurement and Financial Governance policies and develop departmental procurement policies, based upon best practice, for implementation across the organisation.
- Initiate and develop new ideas and methods in consultation with end users and within the procurement team.
- Develop processes and techniques for gathering, analysing, interpreting, evaluating and presenting data and information to enable effective review of the Atlas procurement services.
- Conduct market research to become aware of, and act upon, any policy changes in procurement processes.

General Managerial Related

The post holder will:

- Be responsible for ensuring that the monitoring of staff sicknessis managed in line with Atlas Policy and that post holder deputies maintain sickness records for their own departments.
- Authorise and delegate annual leave authorisation to ensure that there is adequate cover in place to provide an effective service.
- Ensure vacancies are recruited promptly to aid with reducing agency spend, assist in the recruitment process when required and ensure authorisation / ‘sign-off’ as appropriate.

Key Duties & Responsiblities

- Ensure that all staff records are kept up to date and that their teams implement the Atlas attendance, sickness, annual Leave and Special Leave policies through accurate electronic recording and the preparation of all required paperwork.
- Manage all HR issues e.g. informal grievance, return to work interviews, sickness follow up counselling sessions and disciplinary matters.
- Manage staff training, ensuring that all staff mandatory training requirements are kept up to date.
- Ensure that staff appraisals are undertaken when due and are aligned to Divisional Objectives.
- Provide advice and support to staff as required.
- Provide high quality support and cover for the wider team in times of absence from the business.
- Encourage team development, sharing, discussing and implementing new ideas and methods of working in accordance with national legislation.
- Promote an environment that nurtures a culture of openness, transparency and communication by ensuring that regular team briefings / meetings are held, whereby staff are updated on current events and are encouraged to contribute and share their thoughts.
- Undertake and contribute to Divisional Objectives setting activities on an annual basis and ensure that associated action plans are developed and completed.
- Review staff performances and skills regularly against the changing requirements of the services.
- Undertake 1-2-1 and performance reviews with staff and ensure that where required other team members carry out pertinent management responsibilities.

Other

The post holder will:

- Contribute to achieving quality outcomes through ensuring that their own knowledge and skills are constantly updated.
- Ensure compliance with Data Protection Act and General Data Protection Regulation principles and promote Information Governance.

Please note: Each member of the Atlas team is personally responsible for ensuring the confidentiality of information and for complying with all of the requirements of the Data Protection Act, whilst carrying out the duties of the post. Any breaches in confidentiality will be dealt with by the Atlas Disciplinary Procedure and may result in dismissal.

- Be required to work independently and be responsible for their own day-to-day planning, with the high level of organisation required to fulfil the duties and responsibilities of the post.
- Ensure that staff are aware of the reasons and the necessity to work to Polices, Procedures and Standard Operating Procedures (SOPs), preparing SOPs when required.

Job Description

- Ensure that departmental staff are trained appropriately and that all mandatory training records and requirements are kept up to date.
- Where relevant, assist staff in responding efficiently and accurately to any concerns or complaints, in line with the Atlas Complaints Procedure.
- Ensure that any incidents or risks identified are recorded and managed via the Datix Risk Management System and are escalated as appropriate.
- Respond to emails and phone calls in a professional and helpful manner, displaying tact and understanding when dealing with complex, confidential, or sensitive issues.
- Attend any training courses as deemed necessary by Atlas Management and identify their own personal training opportunities, in order to keep up to date with their own knowledge and participation in the Atlas Mandatory Training program.
- Any other duties deemed commensurate with the post.

Please Note:

This job description is not intended to be exhaustive, and it is likely that duties may be altered from time to time, in the light of changing circumstances and following discussions with the post holder.

The post holder may be requiredto work across the Companyat any time throughout the duration of their contract, which may entail travel and working at a different location.

Structure & Supervisory Responsibilities

The postholder reports directly to the Head of Finance and operates under the strategic direction of the Director of Finance. The role forms part of the Finance Directorate and provides a critical procurement and commercial support function to both the Company and its principal client.

The postholder is responsible for the leadership, management and development of the internal Procurement Team. The size and composition of the team will vary over time and will be determined by the volume, complexity and nature of procurement activity required to support both the Company's business as usual operations and the requirements of its principal client. As such, the postholder will be expected to effectively manage resources in line with service demand and organisational priorities.

The Procurement Team supports a broad range of operational and corporate functions, including but not limited to Medical Engineering, Estates, Facilities Management, Property, Transport and other support services. The team is responsible for the procurement of goods, services and contracts required to support these functions, whilst ensuring compliance with relevant procurement legislation, internal governance requirements and contractual obligations.

Job Description

The role is regarded as a core service provision for the Company's principal client and a key support service for the wider business. The postholder is expected to maintain effective working relationships with senior stakeholders across both organisations to ensure procurement activity supports operational objectives, delivers value for money and contributes to the achievement of strategic priorities.

In addition to the management of internal resources, the postholder will be accountable for overseeing the performance and delivery of external procurement service arrangements, including the Company's contractual relationship with One LSC. Whilst services may be delivered through an external provider, the postholder retains responsibility for contract management, performance monitoring, service development and ensuring that any resources allocated through such arrangements are utilised effectively to meet the needs of the business and its principal client.

The postholder will exercise managerial responsibility for all direct reports within the Procurement Team and any additional resources assigned through external service agreements, ensuring that appropriate structures, skills and capacity are maintained to meet changing organisational requirements.

Key Relationships & Stakeholders

- The post holder will develop and maintain effective close working relationships and communicate regularly with a wide range of internal and external stakeholders, including:
  - Director of Finance
  - Head of Finance
  - Senior Leadership Team (SLT)
  - Procurement Team
  - One LSC
  - NHS Supply Chain
  - Approved Framework Providers
  - Blackpool Victoria Hospital
  - Information Governance
  - Human Resources Business Partner
  - Heads of Business Units
  - Facilities Management and the Support Team
  - Client staff raising requisitions
  - All other staff acrossthe Company, includingagency staff.

Person Specification

Core Behaviours

The post holder will be expected to demonstrate certain core behaviours, namely:

Adaptability/Flexibility:

- Adapts to change, is open to new ideas, takes on new responsibilities, handles pressure, and adjusts plans to meet changing needs.
- Will be committed and flexible to working additional hours when required and will undertake a range of additional tasks, in line with the needs of the Company.

Customer Focus:

- Builds client confidence, is committed to increasing customer satisfaction, sets achievable expectations, assumes responsibility for problem solving, ensures commitments to stakeholders and clients are met, solicits opinions and ideas from customers, and responds to internal and external clients and stakeholders.

Attitude & Initiative:

- Tackles problems and takes independent action, seeks out new responsibilities, acts on opportunities, generates new ideas, and practices self-development.
- Is able to take initiative and work autonomously, and has a friendly, approachable personality, with a good work ethic.

Interpersonal Skills:

- Has good listeningskills, builds strongrelationships, is flexibleand open-minded, communicates effectively, solicits performance feedback, and handles constructive criticism.
- Demonstrates professional behaviours at all times and can be entrusted with sensitive information.

Teamwork:

- Meets all team deadlines and responsibilities, listens to others and values their opinions, helps other employees to meet their goals, welcomes newcomers, and promotes a positive and collaborative team atmosphere.

Self-Development:

- .Seeks out and accepts feedback, is a proactive learner, takes on challenging assignments to improve their skills, keeps their knowledge and skills up to date, and turns mistakes into learning opportunities.
- Has excellent organisation skills and takes pride in their work, demonstrating attention to detail.

Person Specification

Developing Others:

- Identifies and provides opportunities to improve the capability of others by highlighting the development needs of others and subsequently constructs and executes development plans. They will also look for opportunities to delegate tasks to others, which will enable them to develop
- Conducts frequent review and feedback sessions to develop performance reports, is able to develop skills and self-esteem in others, and consciously acts as a role model.

Gaining Commitment:

- Encourages others to be emotionally and intellectually committed to a course of action by communicating and providing leadership, and by informing others of how their work positively impacts the Company, in order to motivate individuals and their teams.
- Communicates an inspiring vision or sense of purpose and expresses positive expectations of others, whilst giving encouragement.

Behaviour:

- The post holder is expected to ensure that their behaviour is consistent with Atlas's values at all times and is expected to:
  - Support the aims and vision of the Company.
  - Act with honesty and integrity at all times.
  - Be a positive ambassador for Atlas.
  - Demonstrate high standards of personal conduct.
  - Value and respect colleagues.
  - Work with others to develop and improve the services of the Company.
  - Uphold Atlas's commitment to equality and diversity.
  - Take personal responsibility for their words, deeds and actions, and the quality of the service that they deliver.
  - Behave appropriately and professionally at all times.

Qualifications & Experience

Criteria	Essential	Desirable	Evidence By
Education / Qualifications	• Demonstrable record of continual professional development. • Member of the Chartered Institute of Procurement and Supply (MCIPS).	• Relevant Degree. • Management qualification • CIPS or FCIPS	A,C
Experience, Skills & Knowledge	• Demonstrable experience of working at a senior level in a contract or procurement environment and of being involved with the development of the procurement strategy and managing staff within this environment. • Experience of managing and maintaining a contract management or procurement system. • Demonstrable experience of managing projects in a complex environment. • Significant experience of managing the end to end procurement process from specification development through to contract management. • Significant experience of contract negotiations and demonstrable influencing and negotiation skills. Evidence of leading both category and service led procurement activity. • Significant experience of working with stakeholders to develop comprehensive and accurate specifications for goods and or services in a timely manner. Demonstrable evidence of providing commercial and or contractual advice and guidance to both senior and junior staff from other departments. Evidence of providing robust challenge to colleagues relating to ensuring compliance with relevant procurement regulations. • Demonstrable experience of contract and supplier management within a regulated environment.		A, I, P, R

Qualifications & Experience

Experience, Skills & Knowledge	• Demonstrable experience working in a regulated environment under PCR 2015 and PCR 2023 Regulations. • Demonstrable skills utilising both frameworks and dynamic purchasing systems within the public sector. • Demonstrable knowledge of other contracting methods under PCR 2023, including the Competitive Flexible Procedure. • Significant experience of working with specialists to draft contracts for the purchase of goods and services. Evidence of reviewing contracts for goods and services. Evidence of ongoing training and development to ensure that these skills are kept up to date and relevant. Evidence of providing training to others to ensure that their skills and knowledge are up to date. • Demonstrable experience of managing the overall contract position for an organisation and for keeping all stakeholders up to date with the current position and any issues that need escalating. • Experience of managing tenders and contracts within a regulated environment. • Leadership experience within a complex and challenging environment. • Significant experience in managing relationships with multiple stakeholders & team building. • Professional, clear, and effective communication and presentation skills. • Evidence of delivering a consistent level of service to internal and external service users and of seeking ways to improve the service. • Evidence of exceptional time management skills whilst managing multiple priorities and managing a team.		

Qualifications & Experience

Experience, Skills & Knowledge	• Demonstrable experience of evaluating and presenting complex data to a wide range of stakeholders. • Able to demonstrate a good understanding of commercial issues and purchasing methods and demonstrate success in achieving value for money and savings through purchasing and supply. • Demonstrable understanding of facilities management within a public sector environment • Advanced IT skills with knowledge of specialist software for contract management, electronic catalogue, and e-procurement systems. Good working knowledge of Microsoft Excel, Word and Power-Point.		

Key – how assessed	
A = Application form	I = Interview
C = Copies of certificates	T= Test or exercise
P = Presentation	R = References

CASTLEFIELD RECRUITMENT

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