CONSTELLIA

CANDIDATE INFORMATION PACK

Secure Procurement Business Partner

Defence, Security & Central Government

Salary £60,000 – £70,000

Location Remote (London office)

Contract Permanent, full time

Recruitment partner

CASTLEFIELD RECRUITMENT

About the role

SALARY
£60,000 – £70,000

CONTRACT
Permanent, full time

LOCATION
Remote working, with travel to customer sites 2–3 days a month; London office at 120 New Cavendish Street, W1W 6XX

REPORTS TO
Chief Commercial Officer / Secure Business Director

DEPARTMENT
Commercial

The Secure Procurement Business Partner is responsible for developing and managing strategic procurement relationships across Defence, Security and Central Government clients, with responsibility for upwards of £150m under management within their portfolio. Acting as an extension of public sector client procurement teams, you will provide strategic procurement support and commercial guidance throughout the procurement lifecycle, working alongside the Secure operational delivery team.

Working alongside the Secure Business Director, you will act as a trusted procurement advisor and account lead for secure and complex procurement programmes, supporting existing and prospective customers including the Ministry of Defence, Defence Infrastructure Organisation (DIO), AWE, Home Office, DEFRA and other Central Government bodies.

Working closely with key stakeholders across multiple client organisations, you will identify and develop early procurement pipeline opportunities and facilitate access to Constellia's Neutral Vendor Marketplace. The successful candidate will have Defence and Public Sector procurement experience, be a UK National, be comfortable obtaining SC clearance, and demonstrate a strong understanding of complex procurement environments, innovation procurement and public sector frameworks.

Candidates must be a UK National and comfortable obtaining SC clearance. Travel to customer sites across the UK is required 2–3 days a month.

Key areas of focus

Client engagement · Pipeline development · Procurement delivery · Marketplace utilisation · Revenue generation · Defence & security · Innovation procurement · Stakeholder management

Key objectives and deliverables

You will be expected to deliver measurable outcomes across client engagement, pipeline development, procurement delivery, marketplace utilisation and revenue generation — specifically to:

- Grow client spend and procurement pipeline across Defence, Security and Central Government accounts
- Develop long-term procurement strategies aligned with customer transformation and innovation objectives

- Support delivery of procurement projects and competitions through compliant routes to market
- Act as a trusted commercial advisor for customers undertaking complex, innovative or secure procurements
- Increase revenue, margin and spend under management from assigned accounts
- Support Constellia's position as a leading procurement partner for innovation and secure sector procurement
- Be the first escalation point for client issues, working with the operational delivery team to deliver projects on time and to the best outcome

Key responsibilities

Client relationships & pipeline

- Understand client strategic priorities, budgets, transformation programmes and commercial objectives
- Provide expert advice on procurement approaches, routes to market and commercial strategy
- Build and maintain a detailed forward procurement pipeline aligned to client business plans and expenditure forecasts
- Engage stakeholders early in the procurement planning cycle to maximise opportunity visibility
- Support clients in achieving faster procurement outcomes while maintaining transparency and value for money
- Conduct regular account reviews and pipeline planning sessions

Neutral Vendor marketplace & innovation

- Increase stakeholder awareness and adoption of Constellia's Neutral Vendor Model
- Support customers in accessing innovation suppliers across AI, Analytics, Cyber Security, Robotics, Future Computing, Digital Services and Emerging Technologies
- Design, support and undertake complex procurement activities alongside the Secure Business Director, including client and supplier engagement

Commercial & internal collaboration

- Maintain accurate pipeline reporting, client trackers, KPIs and opportunity forecasting
- Liaise with internal teams across operations, legal and finance, acting as the client champion within the business
- Act as the point of resolution and management across supply chain, clients and internal delivery teams
- Use market research tools such as Oxygen Insights, CRM data and industry intelligence to identify and prioritise upcoming pipeline and competitor activity

Market presence & best practice

- Maintain knowledge of public sector procurement legislation, regulatory requirements and best practice
- Represent Constellia at Defence, Security and Public Sector events, conferences and networking opportunities
- Support innovation workshops, customer engagement activities and supplier events

- Promote best practice in public sector and innovation procurement; identify emerging market opportunities, policy changes and technology trends

How success will be measured

- Annual procurement pipeline value created within the assigned client portfolio
- Growth in client spend under management and margin improvement
- Increased share of mini-competitions versus transactional activity
- Retention of strategic clients and increased share of the procurement wallet
- Client satisfaction
- Contribution to framework growth
- Penetration within stakeholders

What you'll bring

> You'll be an experienced, commercially minded procurement professional with significant Defence and Public Sector experience, and a strong understanding of complex procurement environments, innovation procurement and public sector frameworks.

You'll be a confident, client-facing professional who can build trusted relationships with senior stakeholders, understand strategic priorities and identify opportunities to develop procurement pipelines and grow client accounts.

Essential experience

- UK National with the ability to obtain SC clearance
- Significant procurement experience, including supporting MOD, Defence, Security or wider Central Government and Public Sector organisations
- Strong understanding of UK public procurement legislation, processes and governance
- Experience undertaking complex procurement activities, competitive tendering and supplier selection
- Excellent communication, stakeholder management and influencing skills, including presenting to senior and executive audiences
- Experience developing and managing strategic customer accounts
- Proven ability to develop procurement pipelines, identify future opportunities and convert them into revenue growth
- Strong commercial awareness, procurement expertise and negotiation capability

Desirable experience and skills

- Knowledge of public sector frameworks and dynamic purchasing systems
- Experience working with central government or the defence sector
- Experience using procurement technology platforms and e-sourcing systems
- Understanding of supplier relationship and marketplace management

Personal attributes

- Acts with integrity and professionalism; demonstrates accountability and ownership
- Collaborates effectively across teams and communicates with confidence in person and in writing
- Emotional intelligence and a willingness to lean in outside core responsibilities
- Customer, stakeholder and sales focused
- Resilient, adaptable, results-oriented and capable of working under pressure

Additional requirements

- UK National
- Security Check (SC) clearance — or comfortable obtaining it

About Constellia

Established in 2007, Constellia is one of Britain's fastest-growing private companies (ranked in the Sunday Times 100 in 2024, 2025 and 2026) and a leading Neutral Vendor Managed Service Provider in the UK. We manage over £400 million of spend across more than 250 public and private sector organisations, and we are the UK's only Neutral Vendor enabling public sector and utility clients to procure goods, works, services and technology through one route.

As a Neutral Vendor, we act as a conduit between contracting authorities and pre-qualified suppliers, providing a fast and compliant route to market via Neutral Vendor Frameworks. Our diverse and dynamic marketplace of more than 4,000 pre-approved suppliers gives clients access to 400+ subcategories of spend.

We give clients the flexibility and choice to buy through one simple route, quickly and compliantly, helping to drive efficiencies, Social Value and savings.

Our mission

At Constellia, collaboration, innovation and continuous improvement are at the heart of everything we do. Our mission is to continue to drive positive change through accessible, efficient and impactful procurement — whether that is helping small and local businesses access public sector opportunities, or supporting clients to drive efficiencies, savings and Social Value to benefit the communities they serve.

Employee-owned: powered by people

Constellia is a newly established Employee-Owned Trust (EOT), and employee ownership sits at the heart of our culture and long-term ambitions. Our people think and act like owners, taking pride in the contribution they make to the success, reputation and sustainability of the business.

How to apply

Castlefield Recruitment is managing this appointment on behalf of Constellia. The advert for this role is not yet live, so for now please send your CV directly to Luis Covell, who is leading the campaign, or get in touch for a confidential conversation before applying.

1

Get in touch

Contact Luis for an informal, confidential discussion about the role and Constellia.

2

Send your CV

Email your CV to Luis with the role title in the subject line. There is no closing date — applications are reviewed as they arrive.

3

Interview

Shortlisted candidates will be invited to meet Constellia. Be ready to evidence the employee-ownership values alongside your experience.



Luis Covell

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Candidate pack prepared by Castlefield Recruitment for Constellia · Secure Procurement Business Partner