CONSTELLIA

CANDIDATE INFORMATION PACK

Senior Procurement Specialist – Governance, Performance and Assurance

Governance, Performance & Assurance

Salary £50,000 – £55,000

Location Nottingham

Contract Permanent, full time

Recruitment partner

CASTLEFIELD RECRUITMENT

About the role

SALARY
£50,000 – £55,000

CONTRACT
Permanent, full time

LOCATION
Nottingham (hybrid – 3 days office, 2 days home)

REPORTS TO
Head of Operational Procurement

DEPARTMENT
Operational Procurement

DIRECT REPORTS
Procurement Specialists, Procurement Assistants and Procurement Administrators

We're excited to offer a fantastic opportunity to join our expanding Procurement Team at a pivotal moment in our journey. As a newly established Employee-Owned Trust (EOT) and one of the UK's fastest-growing private companies, we're building something special — and we're looking for people who want to play a key role in shaping the future of our procurement function.

This role is ideal for an experienced procurement professional who thrives in a fast-paced environment and is ready to take the next step into operational leadership. You'll be responsible for leading a team of procurement professionals, driving high levels of performance and supporting the continued growth and development of both our people and our services.

The Senior Procurement Specialist (Governance, Performance & Assurance) is responsible for leading procurement governance, compliance, performance management and operational assurance across the function. You will provide leadership across governance frameworks, policy compliance, quality assurance, risk management, KPI reporting and continuous improvement — ensuring procurement is delivered in line with legislative, contractual and organisational requirements, whilst driving a culture of accountability, transparency and operational excellence.

Working closely with the Head of Operational Procurement, you will act as a senior escalation point for procurement, supplier and client-related issues, and lead the development and monitoring of procurement performance measures, management information and quality assurance processes. Success will be measured through compliance outcomes, governance effectiveness, audit performance, quality assurance results, supplier performance, KPI achievement and the timely management of risks and escalations.

Candidates will be expected to attend the office more frequently in the initial months to complete training and build relationships across the business. Occasional travel to customers and suppliers.

Key areas of focus

Governance · Compliance · KPIs & reporting · Risk management · Escalations · Quality assurance · Service delivery · People leadership · Workforce planning · Performance management · Continuous improvement

Key responsibilities

Leadership & people management

- Lead, motivate and develop a Procurement Operations team
- Set clear objectives, priorities and performance expectations for the team
- Create a high-performance culture focused on accountability, collaboration and continuous improvement
- Conduct regular one-to-ones, performance reviews and development discussions
- Manage employee performance, attendance, wellbeing and capability in line with company policies
- Support recruitment, induction and onboarding; develop succession plans and identify future talent
- Act as a role model for organisational values and behaviours

Operational procurement leadership

- Oversee the successful delivery of procurement activity across multiple client accounts and projects
- Ensure procurement exercises are delivered in accordance with legislative requirements, policies and agreed timescales
- Provide expert procurement advice and guidance to internal and external stakeholders
- Support complex and high-value procurement exercises where specialist expertise is required
- Act as a senior escalation point for operational procurement queries and issues

Workforce planning & resource management

- Monitor workload allocation and resource capacity across the team
- Ensure effective deployment of resources to meet client and organisational requirements
- Identify capacity risks and implement mitigation plans
- Support business growth through effective resource planning and operational readiness

Governance & compliance

- Lead the development, implementation and continuous improvement of procurement governance
- Ensure procurement activity complies with client requirements, internal policies and relevant regulations
- Maintain procurement procedures, templates, guidance documentation and assurance controls
- Monitor adherence to governance requirements and implement corrective actions where required
- Ensure robust procurement audit trails and document management practices are maintained

Escalations & operational oversight

- Act as a senior escalation point for procurement, supplier and stakeholder issues
- Lead investigations into service, compliance and supplier performance concerns
- Support the resolution of contractual, procurement and operational challenges, ensuring governance processes are followed

Reporting & performance

- Develop, manage and continuously improve procurement performance measures and KPI frameworks

- Produce management information, dashboards and performance reports for senior stakeholders
- Analyse procurement data to identify trends, risks and opportunities for improvement
- Monitor service delivery performance and implement actions to improve productivity, quality and customer satisfaction

Risk management & assurance

- Lead procurement quality assurance and compliance review activities
- Maintain procurement risk, issue and action registers; identify, assess and mitigate procurement, operational and commercial risks
- Support internal and external audits and implement resulting recommendations
- Ensure lessons learned are captured and embedded across the procurement function

Learning, development & capability

- Support procurement training and capability programmes and ensure technical knowledge across the team — legislation, tendering and sourcing, evaluation, contract and supplier management, systems and processes
- Promote continuous professional development and CIPS progression

Service delivery, continuous improvement & stakeholders

- Build and maintain strong relationships with clients, suppliers and key stakeholders
- Ensure procurement activity is delivered to agreed service standards and client expectations
- Support implementation of new technologies, automation, reporting tools and process efficiencies
- Share best practice across the wider procurement function
- Provide expert advice on procurement governance, compliance and best practice
- Support senior leaders with information and recommendations to inform decision-making

How success will be measured

- Team engagement and retention
- Delivery against service level agreements
- Client satisfaction levels
- Compliance audit results
- KPI reporting accuracy and timeliness
- Governance review outcomes
- Escalation resolution times
- Risk mitigation effectiveness
- Supplier performance outcomes
- Quality assurance scores
- Procurement delivery timescales and quality of outcomes
- Continuous improvement initiatives delivered

What you'll bring

> You'll be an experienced procurement professional with strong commercial, governance and operational expertise, capable of balancing strategic oversight with effective day-to-day leadership — with a proven ability to embed robust governance frameworks, drive performance improvement and ensure procurement is delivered in line with legislative, contractual and organisational requirements.

You'll bring significant experience within a regulated procurement environment, with a strong understanding of compliance, risk management, audit requirements and performance measurement, and you'll be comfortable using data, insight and management information to identify trends, challenge performance and support informed decision-making.

You will be confident building trusted relationships at all levels, acting as a senior escalation point and recognised subject matter expert for governance, assurance and procurement best practice — equally comfortable providing constructive challenge, influencing decisions and driving accountability.

As a people leader, you'll support and develop your team, creating a culture of accountability, collaboration and continuous learning, and you'll thrive in a fast-paced environment with a keen eye for detail and a passion for continuous improvement.

Essential qualifications

- MCIPS qualified, working towards MCIPS, or able to demonstrate equivalent procurement experience
- Educated to degree level or equivalent professional experience
- Evidence of continued professional development in procurement, commercial management, leadership or public sector contracting

Essential experience

- Significant experience delivering end-to-end procurement within a public sector, regulated or complex procurement environment
- Experience leading and developing procurement professionals, including performance management, coaching and mentoring
- Experience developing, implementing and maintaining governance, compliance or assurance frameworks
- Experience managing procurement risk, issues, escalations and corrective action plans
- Experience supporting or leading complex, high-value or high-risk procurement exercises
- Experience operating under the Procurement Act 2023 and associated procurement legislation
- Experience designing, monitoring and reporting against procurement KPIs, service standards and operational performance measures
- Experience producing management information, dashboards and performance reports for senior stakeholders
- Experience conducting quality assurance reviews, compliance checks or audit activities
- Experience engaging and influencing senior stakeholders across internal and external organisations
- Experience using procurement systems, e-procurement platforms and reporting tools

- Experience identifying and implementing process improvements to improve governance, compliance, performance or customer experience
- Experience working collaboratively with legal, finance, operational and client stakeholders
- Experience supporting organisational change, service transformation or business improvement initiatives
- Experience contributing to organisational ESG, sustainability or social value objectives
- Experience managing supplier performance, contract governance or assurance activities

Essential knowledge

- Detailed knowledge of the Procurement Act 2023 and public sector procurement principles
- Thorough understanding of the end-to-end procurement lifecycle
- Strong understanding of governance, assurance, audit and compliance requirements within regulated environments
- Strong understanding of supplier relationship management and contract governance principles
- Knowledge of evaluation methodologies, moderation processes and procurement assurance requirements
- Understanding of commercial risk management, issue resolution and mitigation approaches
- Understanding of social value, sustainability and ESG considerations within procurement
- Knowledge of category management, sourcing methodologies, market engagement and supplier development
- Understanding of performance management frameworks, data analysis and MI reporting
- Understanding of internal controls, quality management and audit readiness principles

Desirable experience and skills

- Public sector procurement experience across goods, services, works and technology categories
- Familiarity with ticket systems to manage workflow and service level reporting
- Experience using AI and automation tooling
- Involvement in a system migration as a stakeholder
- Experience within NHS, local government, central government or wider public sector organisations
- Experience leading procurement governance, assurance or transformation programmes
- Experience managing supplier performance and contract governance frameworks
- Experience implementing procurement technology solutions, reporting tools or process automation
- Advanced Excel, data analysis and reporting skills
- Experience supporting external audits, procurement reviews or regulatory inspections

Essential skills and behaviours

- Strong leadership and people management skills; able to motivate, develop and inspire high-performing teams
- Excellent stakeholder management, communication and presentation skills — confident with senior leaders, clients and suppliers
- Excellent organisational and planning skills with the ability to manage multiple priorities
- Strong analytical capability — interpreting data, identifying trends and translating insight into action
- Strong problem-solving, decision-making and risk-management capability; able to challenge constructively
- High levels of commercial awareness, professional judgement and attention to detail

- Ability to develop, monitor and improve governance and performance frameworks
- A proactive, solutions-focused approach; able to work autonomously whilst contributing to wider objectives

Professional behaviours

To be successful in this role, you will demonstrate:

- **Leadership and accountability**, taking ownership for decisions, outcomes and team performance whilst fostering a culture of responsibility, collaboration and service excellence.
- **Commercial and client-focused thinking**, balancing customer requirements with compliance, value for money and organisational objectives.
- **Professional integrity and sound judgement**, operating ethically, transparently and in accordance with governance requirements and organisational values.
- **Collaboration and influence**, building trusted relationships with colleagues, clients, suppliers and stakeholders at all levels.
- **Delivery excellence**, proactively managing multiple priorities, resolving challenges and ensuring commitments are delivered successfully.
- **Continuous improvement**, identifying opportunities to enhance services, processes, controls and ways of working.
- **Resilience and adaptability**, responding positively to change and supporting others through periods of transformation.
- **Strategic awareness**, understanding how procurement activity contributes to wider organisational objectives, client outcomes and sustainable growth.
- **Commitment to governance and assurance**, promoting high standards of compliance, transparency, accountability and risk management across all procurement activities.

These behaviours will be assessed throughout the application and selection process alongside technical knowledge, experience and leadership capability.

Additional requirements

- Baseline Personnel Security Standard (BPSS) check
- Security Check (SC) clearance (specific roles only)

Employee ownership and our culture

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.

We value individuals who:

- Take an ownership mindset, understanding how their decisions and actions impact the wider business and fellow employee-owners
- Act in the best interests of the company, balancing client delivery with long-term commercial sustainability
- Work collaboratively and inclusively, recognising that success is shared
- Demonstrate integrity and professionalism, operating in an ethical, compliant and transparent way
- Are proactive and forward-thinking, seeking opportunities to improve services and ways of working

- Show accountability and stewardship, treating company resources and relationships with care
- Commit to continuous learning and improvement, contributing ideas and developing their own capability

As an employee-owner, you will play a meaningful role in shaping our culture and supporting sustainable growth, with your contribution directly benefiting the collective success of the business and its employee-owners.

As part of the application and selection process, candidates will be expected to evidence how they meet our employee-ownership values and behaviours — including examples of where they have demonstrated ownership, ethical decision-making, collaboration and a commitment to long-term value, alongside the technical requirements of the role.

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.

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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