CONSTELLIA

CANDIDATE INFORMATION PACK

Senior Procurement Specialist – Operations and People

Operations & People

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 — or who is already working as an operational lead in a procurement back-office function. 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.

Working closely with the Head of Operational Procurement, you will provide leadership, direction and support across a diverse portfolio of procurement activities delivered through our MSP Neutral Vendor Service, acting as a senior point of escalation and ensuring procurement is delivered efficiently, compliantly and to the highest standards.

The Senior Procurement Specialist (Operations, People & Capability) is responsible for the seamless operational delivery of procurement services and for a high-performing, engaged and capable team that consistently delivers excellent outcomes for clients and stakeholders. The role spans procurement operations, workforce planning, resource management, training and development, performance management and continuous improvement.

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

Service delivery · People leadership · Workforce planning · Performance management · Training & development · Coaching & mentoring · Resource allocation · Operational excellence · Capability building · Employee engagement · 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
- Ensure training and coaching is aligned to clear, agreed success metrics

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

Learning, development & capability

- Develop and implement procurement training and capability programmes
- Build technical procurement knowledge across the team — legislation, tendering and sourcing methodologies, evaluation techniques, contract and supplier relationship management, systems and processes
- Deliver coaching, mentoring and knowledge-sharing initiatives
- Promote continuous professional development and CIPS progression

Service delivery & client management

- Build and maintain strong relationships with clients, suppliers and key stakeholders
- Ensure procurement activity is delivered to agreed service standards and client expectations
- Support service mobilisation and client onboarding activity
- Resolve client concerns and operational issues effectively

Continuous improvement

- Support implementation of new technologies, automation, reporting tools and process efficiencies

- Share best practice across the wider procurement function
- Identify opportunities to improve procurement processes, controls and assurance activities
- Lead continuous improvement initiatives and drive efficiencies through standardisation, automation and innovation

Stakeholder management

- Build effective relationships with clients, suppliers and internal stakeholders
- Provide expert advice on procurement governance, compliance and best practice
- Support senior leaders with information and recommendations to inform decision-making
- Work collaboratively across departments to achieve organisational objectives

Reporting & performance

- Monitor operational performance measures and analyse service performance to identify trends
- Produce management information and performance reports
- Implement actions to improve productivity, service quality and customer satisfaction

How success will be measured

- Team engagement and retention
- Delivery against service level agreements
- Client satisfaction levels
- Training and development completion rates
- Team productivity and utilisation
- Procurement delivery timescales
- Quality of procurement outcomes
- Continuous improvement initiatives delivered

What you'll bring

> You will have a genuine passion for developing people and creating high-performing teams, with the ability to coach, mentor and inspire colleagues to achieve their full potential whilst delivering exceptional customer outcomes.

You'll be an experienced procurement professional with a strong blend of commercial, operational and leadership expertise — comfortable balancing strategic oversight with day-to-day operational management, leading teams, influencing stakeholders and ensuring procurement activities deliver excellent outcomes.

You'll bring significant experience of operating within a regulated procurement environment, with the ability to provide expert advice, manage complex procurement activity and drive continuous improvement across people, processes and performance.

You'll thrive in a fast-paced environment, managing competing priorities whilst supporting the development of others and contributing to wider organisational objectives.

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 of workforce planning and resource allocation within an operational team
- Experience designing and delivering training, coaching or capability development programmes
- Experience managing employee engagement, performance improvement and talent development
- Experience leading operational service delivery teams within a target-driven environment
- Experience supporting apprenticeships, professional development programmes or talent pipelines
- Experience managing multiple concurrent procurement projects and competing operational priorities
- Experience supporting or leading complex, high-value or high-risk procurement exercises
- Experience operating under the Procurement Act 2023 and associated procurement legislation
- Experience engaging and influencing senior stakeholders, and managing escalations, commercial risks and stakeholder issues
- Experience using procurement systems, e-procurement platforms and MI reporting tools; familiarity with ticket systems for workflow and SLA reporting
- Experience using AI and automation tooling
- Experience identifying and implementing process improvements, and supporting organisational change or service transformation
- Experience contributing to organisational ESG, sustainability or social value objectives

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 supplier relationship and contract management principles
- Knowledge of governance, assurance and audit requirements within a regulated environment
- Understanding of evaluation methodologies, moderation processes and commercial risk management
- Understanding of social value, sustainability and ESG considerations within procurement
- Knowledge of category management, sourcing methodologies, market engagement and supplier development
- Understanding of data analysis, performance monitoring and management information reporting

Desirable experience and skills

- Public sector procurement experience across goods, services, works and technology categories
- Experience within NHS, local government, central government or wider public sector organisations

- Experience leading category management, spend analysis or procurement transformation initiatives
- Experience managing supplier performance and contract governance frameworks
- Experience implementing procurement technology solutions or process automation initiatives
- Involvement in a system migration as a stakeholder
- Advanced Excel, data analysis and reporting skills

Essential skills and behaviours

- Strong leadership and people management skills; able to motivate, develop and inspire high-performing teams
- Excellent stakeholder management, relationship-building, communication and presentation skills
- Excellent organisational and planning skills with the ability to manage multiple priorities
- Strong problem-solving and decision-making capability; able to challenge constructively and influence outcomes
- High levels of commercial awareness, professional judgement, analytical skill and attention to detail
- A proactive, solutions-focused approach with a commitment to continuous improvement
- Ability to work with autonomy whilst contributing to wider organisational 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.

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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Candidate pack prepared by Castlefield Recruitment for Constellia · Senior Procurement Specialist – Operations and People