

LINCOLN COLLEGE JOB DESCRIPTION

Post Title:	Procurement and Compliance Officer	Post Number:	CS1356P
Daily Supervision:	Chief Finance and Compliance Officer	Grade:	CSS Scale 8/9
Department:	Finance	Last Updated:	May 2025

Our Purpose:

To be an extraordinary employer-led organisation; producing a highly skilled and productive local workforce.

Our Mindset:



Job Purpose:

To provide effective support in both procurement and risk management functions to ensure that Lincoln College's procurement processes are compliant with regulations, and that any procurement and operational risks are managed proactively to protect the College's financial and operational integrity.

Principal Duties and Responsibilities

Procurement Responsibilities:

1. Support the development and implementation of the College's procurement strategy, ensuring it aligns with financial regulations and public procurement standards.
2. Manage tendering and procurement exercises across the Group, ensuring compliance with UK procurement legislation (e.g., PCR 2015 or any successors).
3. Assist departments and budget holders with procurement planning, contract management, and supplier selection.
4. Develop, monitor, and maintain a central contract register, ensuring timely renewals and retendering.
5. Promote and embed value-for-money principles in all procurement activity.
6. Ensure procurement practices meet audit and regulatory standards and maintain supporting documentation for transparency.
7. Deliver procurement training and guidance to internal stakeholders to build capacity and awareness across the organisation.
8. Conduct supplier benchmarking to inform procurement decisions.
9. Provide support to internal customers to monitor supplier performance.
10. Actively support sustainability and social value objectives in procurement decisions.
11. Contribute to continuous improvement initiatives within the procurement function.
12. Collaborate with finance, estates, curriculum, and IT teams to coordinate procurement planning and execution.
13. Maintain professional development in public procurement and regulatory changes.
14. Maintain quality standards appropriate to the post.
15. Conform with Health and Safety requirements relevant to the post.
16. Be responsible for the safeguarding and promotion of the welfare of children and vulnerable adults wherever applicable within the role.

Risk Management Responsibilities:

1. Lead the identification, assessment, and mitigation of procurement-related and operational risks to ensure the College's activities remain compliant with regulations and protected from financial, legal, and reputational risks.
2. Support risk management strategies for procurement activities, including supplier selection, contract management, and performance monitoring.
3. Collaborate with cross-departmental teams to identify and assess broader operational risks across the College.
4. Monitor risk registers, ensuring they are regularly reviewed and updated for emerging risks and changes in the procurement landscape.
5. Work closely with the internal audit team to ensure procurement-related risks are accurately captured and reported.
6. Provide advice to senior management and Governors to inform decision-making and improve risk awareness across the College.
7. Assist in the development of policies and procedures that integrate risk management into day-to-day procurement and operational functions.
8. Provide regular risk reports to senior management, highlighting key procurement and operational risks, actions taken, and ongoing risk mitigations.
9. Lead the training of staff on risk management process and systems and best practices for managing procurement and compliance risks.
10. Maintain up-to-date knowledge on risk management methodologies and industry best practices.



PERSON SPECIFICATION

	Knowledge	PSM
1	AAT Qualified or CIMA/ACCA/CIPFA Part Qualified	A/I
2	Working towards a Procurement and Risk Management qualification, or the willingness to do so.	A/I
3	Working knowledge of Blu Qube Symmetry	A/I

	Skills/Abilities – Interpersonal	PSM
4	Excellent numerical, written and oral communication skills	A/I
5	Ability to work under own initiative and effectively prioritise workload	A/I/T
6	Ability to communicate with non-financial staff, including explaining concepts and procedures of good accounting practice	A/I

	Experience	PSM
7	Experience working in procurement within a public sector or education setting	A/I
8	Experience managing procurement compliance and tender documentation	A/I
9	Experience of supporting audits or compliance reviews	A/I
10	Experience using e-tendering or contract management systems	A/I
11	Knowledge of risk management practices and processes	A/I

	Work Related Circumstances	PSM
12	The ability and willingness to undertake relevant staff development/training.	A/I
13	The ability and willingness to cover other duties in unit as required	A/I
14	The ability to work in a non-discriminatory manner	A/I
15	Responsibility for the safeguarding and promoting the welfare of children and vulnerable adults wherever applicable	A/I

	Skills/Abilities - Other	PSM
16	Excellent IT Skills, experience of MS Office, advanced Excel	A/I

Prepared By:	Jo Lynch – Chief Finance and Compliance Officer
Date:	May 2025

Proposed Selection Method Key (PSM)		
A = Application	I = Interview	T = Test

