

Role title	Head of Procurement	Grade	Senior Leader / Head of Function
Reports to	Chief Technology & Finance Officer	Location	Central Support Office, Darlington
Job family	Procurement & Operations	Job Code	
Role Purpose			
The Head of Procurement leads HCI's group-wide procurement function, accountable for all supplier contracting, category management and procurement governance across 146 care homes. Managing two Category Managers and two Procurement Assistants, the postholder develops and delivers a category-led procurement strategy, maximises value for money across HCI's third-party spend, ensures robust commercial contracts are in place with all key suppliers, and maintains a governance framework aligned to ethical, sustainability and regulatory obligations including Modern Slavery Act compliance			
Main Activities			
Procurement Strategy & Category Management Develop and implement a category-led procurement strategy across HCI's major spend categories: food and catering, clinical and care supplies, laundry and linen, facilities management and maintenance, utilities, cleaning, PPE, medical equipment, IT and digital, care management software, fleet and professional services Lead tendering and procurement activity for high-value and strategic contracts Maintain a forward procurement pipeline; ensure all contracts are renewed or retendered on time Establish preferred supplier lists and Group frameworks delivering consistent quality and value across all homes Develop Group Purchasing Organisation (GPO) relationships or consortium arrangements to maximise economies of scale Commercial Contracting Ensure all major supplier relationships are underpinned by negotiated contracts: Master Service Agreements, Service Level Agreements and Key Performance Indicators Negotiate commercially robust contracts protecting HCI's interests on price, quality, service and liability Maintain a central contracts register; monitor contract expiry and performance Governance, Modern Slavery Act & Sustainability Own the Group's procurement governance framework: procurement policy, authority levels and approved supplier processes Lead all obligations under the Modern Slavery Act 2015: produce or contribute to HCI's annual Modern Slavery Statement, maintain supply chain due diligence processes, and operate a Supplier Code of Conduct Implement and monitor anti-bribery and corruption controls within the supply chain per the Bribery Act 2010 Ensure procurement decisions consider ethical sourcing, carbon impact and sustainability goals Team Leadership Lead, manage and develop two Category Managers and two Procurement Assistants			

Build strong relationships with operational, finance and IT stakeholders

Qualifications and Skills Required

	Essential	Desirable
Qualifications and knowledge	Significant senior procurement leadership experience in a large multi-site care, health or hospitality organisation Category management expertise across care-relevant categories: food/catering, clinical supplies, facilities management, laundry or utilities Comprehensive knowledge of Modern Slavery Act 2015 obligations for UK organisations and supply chain due diligence requirements Knowledge of Bribery Act 2010 obligations within procurement Experience developing and enforcing a Supplier Code of Conduct	CIPS qualified or equivalent Experience of Group Purchasing Organisation or procurement consortium arrangements in the care sector
Skills	Expert category management and commercial negotiation capability Track record of delivering measurable savings and value-for-money across a diverse category portfolio Commercial contract negotiation and management expertise Strong analytical and business case development skills Excellent communication and stakeholder management capability	Procurement systems and contract management platform expertise
Experience	Demonstrated experience leading procurement functions and team leadership of procurement professionals Track record of developing and implementing category strategies delivering measurable cost savings Experience managing high-value commercial relationships and contract negotiations	Experience with Modern Slavery Act compliance and supply chain ethical auditing
Personal attributes	Strategic business mindset with focus on value for money and continuous improvement Strong integrity and professional ethics; commitment to ethical procurement	Sustainability and corporate social responsibility awareness

	Confident negotiator with strong commercial acumen Collaborative senior leader; builds strong cross-functional relationships Proactive problem-solver with resilience and determination	
Special features		
Enhanced DBS disclosure required		
DVLA licence check required		
Regular office attendance at Central Support Office, Darlington with some travel to homes and regional offices		
Full-time, 37.5 hours per week, Permanent contract		
Dimensions:		