

Procurement and Contracts Manager

Salary: £35,200-£38,400 (£44,000-£48,000 FTE) (depending on experience)

Part time - 28 hours per week (days and hours to be agreed upon to suit both the successful candidate and the needs of the company).

Hybrid Working - home based/Princes Risborough

We're Association for Project Management (APM). We're a professional membership organisation that sets the standards for the project profession. As a registered charity, we reinvest our surplus for the benefit of our members and the profession. We deliver education and develop qualifications. We conduct research and provide knowledge and resources. We run events and share best practice. We give people the opportunity to connect and provide community for our individual members and corporate partners, wherever they are. Above all, when doing so makes a difference, we challenge the status quo.

Job role overview

We are seeking a Procurement and Contracts Manager to oversee the creation, implementation, and management of supplier and customer contracts and the procurement process. The candidate will be responsible for negotiating terms and managing supplier relationships to ensure optimal agreements and partnerships. This role requires a keen eye for detail, excellent negotiation skills, and the ability to foster strong supplier relationships.

Qualifications

- Member of Chartered Institute of Procurement and Supply/other legal qualification is desirable

Experience

- Experience in contract management and procurement
- Experience of working with experienced stakeholders
- Good understanding of legal terminology and concepts

Skills

- **Contract management:** experience in drafting, negotiating, and managing contracts, ensuring compliance with legal and regulatory requirements.
- **Procurement knowledge:** understanding of procurement processes, contract law and best practices, including supplier selection, evaluation, and management.
- **Negotiation skills:** ability to achieve favourable terms and resolve conflicts effectively.
- **Analytical ability:** analytical skills to assess contract performance, identify risks, and develop mitigation strategies.
- **Attention to detail:** high level of attention to detail to ensure accuracy in contract terms and conditions.
- **Communication skills:** good verbal and written communication skills for interacting with suppliers, stakeholders, and legal teams. Ability to work independently and as part of a team.
- **Organisational skills:** proven ability to manage multiple contracts simultaneously, prioritising tasks and meeting deadlines.
- **Problem-solving:** strong problem-solving skills to address issues that arise during the contract lifecycle.
- **Relationship management:** ability to build and maintain strong relationships with suppliers and internal stakeholders.

Why APM?

We're Association for Project Management (APM). We're united in our aim to help project professionals around the world deliver better projects, setting the highest standards for the industry. Ask our people what's great about working here and the views are unanimous. You'll be joining a community that's friendly and caring. We believe that good communication creates a culture that's open and fair. We ensure everyone at APM, regardless of their role, has a voice and knows they'll be listened to and treated with respect. We see everyone as individuals and champion diversity and inclusion, both within APM and across the wider project profession. You'll work in a collaborative environment that's thoughtful, considerate and positive. You'll be supported by your team and across departments so, together, we meet the high standards we set ourselves.

If you are interested in this opportunity and feel you have the necessary attributes, skills and expertise for the role, please send your CV and covering letter to e-mail: recruitment@apm.org.uk.

At APM we are open to talking about flexible working arrangements and reasonable adjustments please reach out to discuss further.

We reserve the right to close the vacancy once we have received sufficient applications, so please be advised to submit your application as early as possible

Main benefits at APM:

- 25 days holiday (pro rata) (excluding all public holidays). This increases after four years' service.
- Private healthcare and dental cover is available after completion of six-month probationary period. APM pays the premium for the employee. This becomes a 'benefit in kind'.
- Pension scheme offered in line with auto enrolment with up to 8% contribution from APM.
- Company sick pay scheme.
- Life assurance at four times the salary.
- Salary sacrifice schemes – pension, cycle to work scheme, additional annual leave (up to 10 days).
- Free parking on site.
- Employee Assistance Programme.
- Performance Related Pay (PRP) scheme. The discretionary bonus will take account of individual performance as well as APM's overall financial performance.
- One paid volunteering day per year.
- Hybrid/flexible working options are available dependent on job role. However, there is a requirement to come into the office 4 days per month.

