

JOB DESCRIPTION

Job Title: IT Procurement Specialist	Post No:	Hoople Band: D
Service: IT Services	Section: Commercial Services	Location: Auxilium House / Hybrid
Organisational information: Responsible to: Commercial Manager Dimensions: Key relationships/Functional links with: <i>Internal: Finance, IT teams, Project Managers, Herefordshire Council, Wye Valley Trust, as well as staff at all levels across the organisation, including Directors, Assistant Directors, Heads of Service and team managers.</i> <i>External: Suppliers, customers, other local authorities, and other public sector organisations within Herefordshire and the West Midlands, including tenderers and contractors.</i>		
Main Purpose of Job: The IT Procurement Specialist leads and supports the delivery of compliant, efficient, and value-for-money procurement activity across Hoople and its client organisations. The role is responsible for managing end-to-end procurement processes, advising stakeholders on best practices, and ensuring contracts are awarded in line with regulatory and organisational requirements.		
Main Responsibilities / Accountabilities: <i>The jobholder will be expected to complete the responsibilities / accountabilities effectively in order to deliver the key objectives of the organisation</i>		
Procurement, Tendering and Contract delivery - Promote best procurement practice within Hoople and with our customers by maintaining up-to-date knowledge of procurement legislation and relevant Contract Procedure Rules. - Determine and apply appropriate procurement routes to market for medium to high value procurements (below UK threshold) in line with the relevant contract procedure rules and UK procurement legislation, seeking guidance from the IT Commercial Manager on more complex or high-risk procurements where required. - Lead and support end-to-end procurement processes, including development of tender documentation, establishing evaluation criteria, ensuring bid compliance, facilitating evaluation panels, and presenting award recommendations to stakeholders. - Support the development of contract documentation, including adapting terms and conditions to reflect the requirement, and contributing to achieving commercially sound and risk-managed outcomes in collaboration with legal and technical stakeholders. - Co-ordinate the formal award of contracts and produce clear, robust contract documentation in line with organisational procedure. - Ensure contract information is accurately captured and handed over to IT Contracts and Commercial Administrator for recording in relevant systems, providing oversight and validation where required.		

7. Provide clear, practical procurement advice and guidance to stakeholders, ensuring compliance while enabling timely and effective service delivery.

Cost and budget management

8. Support IT Commercial Manager with the identification of cost-saving and consolidation opportunities across contracts and suppliers, contributing to improved commercial outcomes and efficiency.
9. Collaborate with IT Contracts and Commercial Administrator to review existing contractual commitment identifying any impending risks and escalating this as appropriate.
10. Support the development of commissioner requirements and service specifications in collaboration with internal stakeholders
11. Assist with procurement spend analysis and reporting for financial year reporting.

Engagement

12. Contribute to the development and continuous improvement of procurement policies, procedures, and guidance materials.
13. Represent Commercial Services at internal and external meetings as required.

Team and Continuous Improvement Activities

14. Provide procurement support across the wider organisation, beyond IT Services, as required, applying best practice and ensuring compliance with Contract Procedure Rules.
15. Support the IT Contracts and Commercial Administrator with maintenance of the ITSM Toolset and Contracts Register ensuring information and data are collected and recorded accurately to support reliable analysis and reporting.
16. Undertake any other duties appropriate to the role that support the overall aims of the team.
17. Identify emerging frameworks and collaborative working opportunities.
18. Use internal and external customer feedback to identify service issues and support service improvement.

Other information:

- The post holder must comply with all organisational policies and procedures, and complete mandatory training as required.
- All employees are expected to uphold Hoople's equality values and treat colleagues and customers with dignity and respect. Bullying, harassment and inappropriate language are not acceptable.
- This job description outlines the main duties and responsibilities of the role and may be reviewed and amended, in consultation with the post holder, to meet the changing needs of the organisation.
- The post holder may be required to undertake other duties commensurate with the role from time to time.
- In seeking to recruit the best people, we will consider requests for flexible working arrangements and offer an inclusive and accessible recruitment process.
- The organisation operates a no smoking policy. Staff must not smoke on organisational premises or in any vehicle used for organisational business

Manager Signature:	<i>Z. Murray</i>	Date:	18.06.2026
Manager Name:	Zoe Murray	Job title:	Commercial Manager

Date Job Description last reviewed: 18.06.2026