

Role Title: Procurement Business Partner
Salary: Special C
Location: Bradford, Sir Henry Mitchell House
Report to: Assistant Director of Finance and Resources

About Us

Join a team of passionate professionals committed to transforming the lives of children and families across one of the UK's most vibrant and diverse cities. At Bradford Children and Families Trust, we are on a mission to deliver high-quality, impactful services—and we're looking for a strategic procurement leader to help shape that future.

As Procurement Business Partner Lead, you will be the Trust's expert in commissioning and procurement, leading the full procurement lifecycle to ensure value for money, quality outcomes, and meaningful social impact. Your leadership will embed best practices, drive innovation, and support the Trust's ambition to deliver outstanding services.

Bradford Children and Families Trust has established our own purpose, vision, and outcomes for what we aim to achieve.

Our vision: For all children and young people in Bradford to be safe and able to realise their full potential.

Our purpose: To provide high-quality services with partners that help safeguard, support and promote the welfare of children, young people and families across the Bradford District.

We will achieve this through continuous improvements in our services and positive collaboration with our staff, our partner organisations.

Job Overview

The post holder will support the Trust in the management of the commissioning cycle, through the provision of best practice procurement, including e-procurement solutions.

Ensuring delivery of the Trust's objectives in a compliant manner and to the highest possible professional standards, complying with all aspects of relevant legislation and public accountability requirements.

They will be accountable for the delivery of specific strategic procurement projects, and support the development and delivery of service strategies and objectives.



Main Duties and Responsibilities

- Lead and manage complex, high-value procurement programmes from market engagement through to contract award.
- Act as a strategic advisor to senior leaders, supporting the development of robust business cases and outcome-focused service specifications.
- Ensure compliance with UK and EU procurement legislation, championing governance and continuous improvement.
- Drive social value and sustainability through procurement, identifying opportunities to benefit local communities.
- Develop and implement contract management and supplier relationship strategies for critical contracts.
- Collaborate across the Trust and with external partners to shape innovative, value-driven procurement approaches.

About You

You will bring a blend of technical expertise, strategic thinking, and a collaborative mindset. You are solutions-focused, adaptable, and passionate about delivering public value.

We are looking for applicants who can demonstrate that they meet the following requirements:

Essential Skills and Experience:

- CIPS Level 5 (or equivalent), or actively working towards it.
- Proven experience leading procurement, commissioning, or commercial projects.
- In-depth knowledge of public sector procurement legislation and frameworks.
- Strong negotiation, communication, and analytical skills.
- Ability to manage multiple priorities and lead several projects simultaneously.

Additional information:

The job role will require working outside of normal office hours to attend meetings.

The job role may require travel between different local sites.



Person Specification:

Assessment By

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<u>Experience</u>			
Demonstrable experience of procurement projects within a children's and young people service	✓	✓	✓
Demonstrable Procurement, Category Management and Commercial skills and expertise of delivering improvements and efficiencies	✓	✓	✓
Experience of identifying and delivering commercial savings	✓	✓	
Experience of managing spend analysis and a contract register to identify opportunities	✓	✓	
An <u>up to date</u> knowledge of relevant supply markets and intelligence gathering methods	✓	✓	
Ability to demonstrate and maximise the positive impact of procurement on the local business and wider community		✓	

<u>Qualifications / Training</u>			
Qualified to CIPS professional level or has extensive experience in a procurement discipline in the public sector.	✓		
Evidence of a strong commitment to further professional development	✓		

<u>Practical Skills</u>			
Being resourceful in the face of challenges and blocks, able and willing to challenge inappropriate behaviours or procurement activity.		✓	
Good negotiating and influencing skills with confidence to consistently challenge status quo and deliver innovative and commercially advantageous procurement solutions, operating outside traditional approaches	✓	✓	
Good presentation and report writing skills	✓	✓	✓
Excellent Project Management skills with attention to detail, with proven analytical experience and highly numerate	✓	✓	
Ability to work as part of a team and manage own time to ensure priorities are delivered.	✓	✓	
Well-developed communication skills for interaction with all levels of internal/external clients and for conducting commercial negotiations		✓	



Personal Qualities and Attributes
A knowledge of and commitment to Equality & Diversity issues
Excellent inter-personal skills
Self-motivated, ability to work under pressure and demonstrate resilience
Embrace and promote a coaching ethos and willingness to learn with ability to motivate and get the best from others

✓	✓	
✓	✓	
✓	✓	
✓	✓	
✓	✓	

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Safeguarding Responsibilities

Bradford Children and Families Trust is committed to safeguarding and promoting the welfare of all children who use our services and as such expects all staff to share this commitment.

Successful applicants will be required to complete the relevant safeguarding checks. A DBS check will be required.

We are an equal opportunities employer.

What we offer

- Generous annual leave: 31 days, rising to 34 with service (plus bank holidays)
- Excellent Local Government Pension Scheme
- Competitive salary with structured pay progression
- Enhanced family leave policies (maternity, paternity, adoption)
- Occupational Health and confidential counselling services
- Supportive staff networks
- Blue Light Card access for discounts and cost-of-living support
- Ongoing professional development and career progression opportunities

