

# Procurement Lead - Applicant pack

## Job description and person specification

<b>Post:</b>	Procurement Lead, Adolescent Health Study
<b>Location:</b>	Flexible working – remote or hybrid. Must be willing and able to travel to London, Edinburgh and elsewhere across the UK to support business need.
<b>Salary:</b>	£57,000-65,000 per annum
<b>Duration:</b>	18-month fixed term contract with potential route to permanency
<b>Reporting to:</b>	Head of Business Operations

## About Adolescent Health Study

The Adolescent Health Study (AHS) is an ambitious new UKRI-funded initiative to establish a prospective, longitudinal population study that will generate a globally leading open science data platform and research resource. AHS aims to recruit at least 100,000 young people aged eight to 18 years from across the UK and to follow their mental and physical health and wellbeing over at least 10 years. It plans to collect data through questions and measures; to obtain bio-samples for a wide range of genomic and other high-throughput assays; and to capture linked data relevant to health and wellbeing from participants' health, education and other administrative records. Recruitment will take place mainly through schools. There will be a strong emphasis on engaging with and involving young people, schools, parents and other relevant stakeholders in the design and delivery of the study, as well as on including young people that represent as wide as possible a range of backgrounds, experiences and characteristics. AHS will focus on enabling a wide range of research, including studies of the critical biological and social developments that occur during the transition from childhood to adulthood and the determinants of both mental and physical health and wellbeing in adolescents and young adults.

## Purpose of the post

The Procurement Lead is responsible for developing and delivering a robust procurement and commercial strategy that ensures value for money, compliance with Procurement Act 2023 regulations in line with AHS being primarily public funded and supports AHS study and operational objectives. The role will lead on sourcing, contracting, supplier management, and commercial governance, ensuring ethical, transparent, and efficient use of public funds.

## Main responsibilities

### Procurement Strategy & Leadership

- Develop and implement a procurement and commercial strategy aligned with organisational goals and funding requirements.
- Lead procurement planning across research programmes, operations, and corporate services.
- Act as a subject matter expert on public procurement policy and best practice.
- Drive continuous improvement in procurement processes, systems, and capability.

### **Tendering and Contract Management**

- Oversee end-to-end procurement processes including tendering, evaluation, and contract award.
- Ensure compliance with UK public procurement regulations (e.g., Procurement Act and associated guidance).
- Draft, review, and negotiate complex contracts, including research, clinical, and grant-related agreements.
- Manage contract lifecycle including performance monitoring, renewals, and extensions.

### **Commercial Governance & Compliance**

- Establish and maintain procurement policies, procedures, and governance frameworks.
- Ensure all procurement activities meet audit, transparency, and reporting requirements for public funding.
- Identify and mitigate commercial risks across supplier engagements.
- Support internal and external audit processes.

### **Supplier & Stakeholder Management**

- Build and maintain strategic supplier relationships, ensuring high performance and innovation.
- Collaborate with internal stakeholders (research teams, finance, legal) to understand needs and deliver value-driven procurement solutions.
- Work with external stakeholders including funders, partners and strategic advisors to develop optimum outcomes
- Provide commercial advice and guidance to senior leadership and project teams.
- Promote sustainable and ethical sourcing practices.

### **Financial & Value Management**

- Deliver value for money through effective sourcing and negotiation strategies.
- Monitor procurement spend and identify cost-saving or efficiency opportunities.
- Contribute to budgeting, forecasting, and financial planning processes.
- Ensure funding is used appropriately, ethically and in line with public funding requirements.

### **Knowledge, skills and experience**

#### Essential

1. Professional qualification in procurement or supply chain e.g., CIPS Level 5 or equivalent
2. Degree or comparable experience in business, finance, law, or related field.
3. Proven track record of managing complex procurement exercises and contracts.
4. Experience in procurement or commercial roles within regulated procurement environments, specifically those classed as a public authority
5. Strong understanding of UK public procurement regulations and best practice.
6. Commercial acumen with strong negotiation and contract management skills.
7. Experience of drafting and reviewing heads of terms and commercial agreements.
8. Knowledge of intellectual property (IP) considerations in research contracts.
9. Strong experience in supplier and stakeholder management.
10. Excellent analytical, financial, and problem-solving abilities.
11. Strong communication and influencing skills across all levels of an organisation.
12. Ability to manage multiple projects and priorities effectively.

#### Desirable

1. CIPS Level 6 or equivalent
2. Membership of a professional body (e.g., MCIPS or FCIPS).

3. Experience managing high-value and complex contracts, including collaborative or partnership agreements
4. Experience in procurement or commercial roles within charity and/or research sectors
5. Detailed understanding of intellectual property (IP) considerations in research contracts.
6. Detailed knowledge of the UK Procurement Act (or Public Contracts Regulations 2015 historically) and transitions between them.
7. Experience of drafting and reviewing heads of terms and commercial agreements.
8. Understanding of subsidy control, state aid, or funding compliance frameworks.
9. Ability to analyse procurement data and generate insights using tools such as Excel, Power BI, or similar.
10. Experience leading organisational change or transformation programmes in procurement.
11. Ability to build procurement capability across a non-procurement stakeholder base.

### **Dimensions**

- This is a full-time role, 37.5 hours per week, offered initially as an 18-month fixed-term contract with potential route to permanency.
- Flexible working across several geographical locations in the UK. Travel may be required to AHS locations and partner organisations.
- AHS is a national organisation, and our activities take place across the UK.

### **Application Process**

***Please refer to the 'How to Apply' section of the downloadable application form.***

Please note that only applications submitted directly to Gravitare HR will be accepted for this position.

The closing date for applications is 11:00pm on Sunday 12 July 2026.

Interviews are currently expected to take place on Wednesday 20 and Thursday 21 August 2026.

### **Equal Opportunities Policy Statement**

AHS is an equal opportunities employer, and as such aims to treat all employees, consultants and applicants fairly. It is our policy to provide employment equality to all, irrespective of:

- Gender, including gender reassignment
- Marital or civil partnership status
- Having or not having dependants
- Religion or belief
- Race (including colour, nationality, ethnic or national origins)
- Disability
- Sexual orientation
- Age

We are opposed to all forms of unlawful and unfair discrimination. All job applicants and employees who work for us will be treated fairly and will not be unfairly discriminated against on any of the above grounds. Decisions about recruitment and selection, promotion, training or any other benefit will be made objectively and without unlawful discrimination.

## **Values**

It is an exciting time for the Adolescent Health Study (AHS) as we establish our senior leadership team and begin to plan the pilot studies. As the senior executive team evolves, the AHS values will be grounded in inclusivity, integrity, accountability, and collaboration.