*UNISON is the UK’s leading public sector trade union with more than 1.3 million members, working in the public services, for private contractors providing public services and in the essential utilities. They include frontline staff and managers working full or part-time in local authorities, the NHS, the police service, colleges and schools, the electricity, gas and water industries, transport and the voluntary sector.*

**Procurement Manager**

**UNISON Centre**

**£53,653 per annum plus £6,652 London Weighting Allowance**

**Permanent**

**35 hours per week**  
**Ref: ORD/90**

UNISON is seeking an experienced procurement professional to lead their in-house procurement team.

This full-time, permanent role is based at UNISON’s national office in London, and offers an excellent package including competitive salary, final salary pension scheme, and opportunities for hybrid working.

You will run tenders and negotiate contracts, driving value for money across the organisation. You’ll be able to influence large-scale spend and also play a key role in applying UNISON’s ethical procurement standards to commercial relationships and helping develop policy on areas from environmental protection to modern slavery.

The ideal candidate will have current procurement experience, extensive experience of contract writing and interpretation, and be able to work across a broad range of categories. You’ll be an effective communicator who can manage relationships at all levels with colleagues and suppliers, contribute to cross-departmental projects, and a competent manager committed to motivating others and building effective teams.

**How to apply**

To apply for this opportunity please download and complete the **application form.** See also job description and person specification (under “Documents”).

The completed application form along with the Recruitment and Disability Monitoring forms should be sent to [g.haycock@unison.co.uk](mailto:g.haycock@unison.co.uk) quoting the job references: **ORD/90**

Completed application forms must be received by no later than **17:00** on **Monday 13th May 2024.**

Interviews will be held on week commencingon **Monday 22nd May 2024.**

*UNISON is a dynamic, progressive union, committed to equality. We encourage men and women of all ages, Black and minority ethnic groups, disabled people, lesbian, gay, bisexual and transgender people to work with us.*