



## Role Profile

<b>Role Details</b>			
<b>Role Title</b>	<b>Head of Procurement</b>	<b>Section</b>	<b>Procurement</b>
<b>Division</b>	<b>Procurement</b>	<b>Report To</b>	<b>Divisional Director - Legal &amp; Commercial</b>
<b>Grade/Salary</b>	<b>SCP64 – 66 (£86,308-£90,506)</b>	<b>Date Completed</b>	<b>November 2025</b>

## Company Overview

City Building provides a range of repairs and maintenance, manufacturing, construction and refurbishment activities for Glasgow City Council and Wheatley Housing Group's citizens and customers as well as other public, private and third sector organisations.

City Building operates both the largest construction craft apprenticeship programme in Scotland, and Royal Strathclyde Blindcraft Industries (RSBi), one of the largest supported manufacturing businesses in Europe, around 200 people, more than 50% of whom have a disability.

Our accreditations include, ISO45001, ISO 14001 and ISO 9001:2015. We are current recipients of a Queen's Award for Enterprise Promoting Opportunity and Investors in Young People Platinum award. Both these accolades recognise our focus on investing in and growing a skilled staff base.

## Our Values

**Excellence:** to deliver quality in everything we do.

**Honesty:** to be open, honest and transparent with all stakeholders, promoting partnerships and sustainability.

**Trust:** to be trusted by our employees, clients and partners.

**Inclusion:** we are a welcoming, diverse and supportive organisation, that supports all to reach their full potential by building trust.

**Community:** to play an important role in the communities of Glasgow we serve. Providing first class services together with jobs and training opportunities for local people.

**Ambition:** to build a culture of excellence, through continuous improvement to deliver outstanding services for all of our customers. All whilst being an employer of choice within the city providing high quality and skilled jobs

## Our Vision

Our residents, customers and partners will recognise us as delivering outstanding levels of customer focus, quality and value.

We will deliver for the citizens of Glasgow through high-quality, fair-paying jobs, and training opportunities which build the skills to support a more sustainable city. We will play a key role in reducing inequalities and improving the quality of life for the people and communities of Glasgow.

## Role Summary

The Head of Procurement is a member of the Extended Executive Leadership Team and reports directly to the Divisional Director of Legal & Commercial.

The Head of Procurement is responsible for managing the strategic planning, delivery, and management of the procurement function within the City Building Group which comprises of two separate companies, City Building (Glasgow) and City Building (Contracts) LLP.

The core responsibility is to ensure that all strategic and tactical procurement activities carried out by the function fully comply with the governing procurement and legislative framework while operating within the financial framework of City Building.

City Building is undergoing a period of transformation to the way in which it delivers its services, maximising efficiencies and implementing new systems to support organisational transformation. This will require a review of all procurement activity within the group and the development of a structure suitable for supporting the needs of the business and any operational transformation. The post holder will ensure the procurement function, both strategic and tactical, supports the needs of the business, service delivery, and transformation.

The Procurement function is crucial in supporting delivery of manufactured goods, repairs, maintenance, investment, and construction services to its members and third parties.

Procurement is essentially the planning, purchase, and monitoring of externally provided supplies and services within a compliant environment. This post is therefore significant in terms of the scale and scope of its impact and will involve regular reporting of progress of milestones and deliverables, managing substantive risks and supporting the driving of change. Given this, the ability to engage, develop and manage relationships with senior stakeholders including City Building Group Members and other stakeholders including staff, suppliers and subcontractors as required will be paramount. The ability to communicate effectively is also essential, particularly where there are processes of change and business improvement taking place.

Responsibilities include: -

- To lead the procurement function to be fully compliant with the planning, legislative and financial framework for City Building.
- Ensure that the functions responsibilities are met and strategies, performance targets and plans are implemented and achieved.
- Responsible for leading on, managing, and supporting the development, monitoring and review of the procurement strategy which will support the City Building Strategy.
- Development of procurement strategies to achieve best value from procured services.
- To develop and monitor effective systems and procedures for procurement, contracting and contract management, ensuring they are followed.
- To ensure that all procurement activity is undertaken within clear financial frameworks.
- To participate in the implementation of business change and business case development across the organisation ensuring that objectives are achieved, and resources are secured and organised.
- To provide supplies and services and promote relationships with Members and their ALEOs and their subsidiaries.
- Lead teams of staff and ensure that staff are deployed appropriately with support, supervision, and development of staff via personal development processes.
- Ensure staff adhere to employer's code of conduct.
- Responsible for implementing Conditions of Services and Policies and Procedures relating to the HR function e.g. Recruitment, Discipline, Grievance, Absence Management etc.

- Manage, lead, and develop strategic plans as well as manage, develop, communicate and control operational plans.
- You will develop a good understanding of the business and the industry it operates whilst leading an integrated professional procurement team, responsible for aligning with business objectives.
- Assist with the development and delivery of the annual business planning and financial strategy including developing, understanding, and influencing the cost and income drivers relevant to the business.
- Lead on procurement issues in key meetings to provide professional advice and guidance to drive business decisions, minimise risk and deliver good corporate governance.
- Good relationship management with all key stakeholders at all levels within the organisation. The post holder will provide critical advice, support, and guidance on all procurement matters.
- A key part of this role will be to bring influence on business decisions to ensure immediate and longer-term procurement implications, opportunities and risks are fully considered.

*At the date of preparation this role profile provides a comprehensive overview of the position. It is not an exhaustive list of all possible duties, and it is recognised that this role may evolve over time. Consequently, this is not a contractual document, and the post holder will be required to perform any other duties to the equivalent level that are necessary to fulfil the purpose of the job.*

#### **Role Outputs**

<b>Role Output:</b>	<b>Includes the Requirement to:</b>
Developing and Implementing Organisational Strategy	<ul style="list-style-type: none"> <li>– Deliver a process of regular in year reporting.</li> <li>– Work collaboratively with the Executive Management Team and Operational Managers to achieve the objectives of the organisation.</li> <li>– Review procurement activity within the procurement team and in other departments in particular Operations.</li> <li>– Identify priority areas for action, service development, review structures and contribute to developing policies that address these needs in the short, medium, and long-term using a theoretical base alongside your personal experience and knowledge of procurement management.</li> </ul>
Financial Strategy	<ul style="list-style-type: none"> <li>– Provide expert advice on policy, legislative and procurement developments.</li> <li>– Liaise and provide procurement advice and guidance on aspects of planning and performance within City Building and ensure compliance at all points.</li> </ul>
Value for Money/Safeguarding Public Money	<ul style="list-style-type: none"> <li>– Development, implementation and delivery of a comprehensive procurement and contract management system for City Building.</li> <li>– Monitor and advise on the strategic implications/consideration of best value.</li> </ul>
Health and Safety	<ul style="list-style-type: none"> <li>– To carry out work in accordance with the Health and Safety at Work Act 1974.</li> <li>– To ensure that all Health and Safety requirements are adhered.</li> <li>– Report all Incidents and Accidents at the earliest opportunity.</li> <li>– Always ensure a safe working site.</li> <li>– Ensure wellbeing is a priority.</li> </ul>
Compliance with professional, regulatory, statutory, and corporate requirements.	<ul style="list-style-type: none"> <li>– Comply with and implement all City Building Policies and Procedures.</li> <li>– Act ethically and with integrity.</li> <li>– Ensure the business is procurement compliant.</li> </ul>
General	<ul style="list-style-type: none"> <li>– Attend all Training, Meetings, Reviews, and Toolbox Talks assigned to your role.</li> </ul>

	<ul style="list-style-type: none"> <li>– Complete all compulsory GOLD and Safety Media training for your role.</li> <li>– Establish, develop, and maintain effective working relationships with all work colleagues, clients, and stakeholders.</li> </ul>
<b>Key Behaviours and Competencies</b>	
<b>The Head of Procurement will demonstrate the following behaviours and competencies:</b>	
<b>Behaviours and Competencies:</b>	<b>Includes the Requirement to:</b>
Decisions and Judgement	<ul style="list-style-type: none"> <li>– Analytical and judgement skills are required to deal with highly complex facts or situations, which require the analysis, interpretation, and comparison of a range of options. Examples include the need to take procurement or financial decisions where there is no precedent and where leading opinions may conflict.</li> <li>– The setting and monitoring of multiple targets and objectives.</li> <li>– The post holder will provide critical advice, support and guidance on all procurement matters to the Management and operational teams and play a key role in delivering procurement frameworks.</li> <li>– The setting and monitoring of multiple targets and objectives.</li> <li>– Plan for projects that impact across the organisation, including: <ul style="list-style-type: none"> <li>- Impact of procurement service redesign including significant service reviews and cost efficiency and savings programmes.</li> <li>- Modelling cost trends and impact from national and local factors.</li> </ul> </li> <li>– Deliver the procurement component of a comprehensive and coherent performance management system, facilitating real performance improvement across City Building, reducing duplication, and delivering excellence in governance.</li> <li>– Initiate and deliver professional, consistent, and appropriate procurement management across City Building, in line with regulations.</li> <li>– Is required to plan activities to ensure that deadlines are met.</li> </ul>
Communication and Relationships	<ul style="list-style-type: none"> <li>– To ensure effective liaison and working relationships with all functions within City Building, Glasgow City Council and Wheatley Housing Group Limited.</li> <li>– Clear and persuasive communication will be required within a range of settings from contentious information communicated on a one-to-one basis to presentations of highly complex information to large groups (internal and external). This will be through a range of different media, including verbal, written reports, and presentations.</li> <li>– The post requires excellent relationship skills to enable highly complex information to be shared and a course of action to be agreed with group members/senior managers.</li> <li>– Executive Leadership Team - to advise and where necessary persuade senior managers over highly complex and sensitive procurement issues. Ensure that robust systems and the required level of support are available to them to comply with regulatory and legislative requirements in relation to procurement whilst achieving the required financial targets and to provide guidance on procurement issues and ensure financial objectives are being met.</li> </ul>

	<ul style="list-style-type: none"> <li>Contribute to the delivery of a robust and effective procurement service with key service delivery units from partner organisations and within City Building.</li> <li>The procurement cycle operates within a significantly complex environment touching on all aspects of the business. Within this environment the post holder will need to ensure that the procurement function is thought about and addressed at relevant points in the planning cycle.</li> <li>City Building Senior Management Team and Operational Teams – to advise where necessary positively influence senior managers over highly complex and sensitive procurement issues. Ensure that robust systems and the required level of support are available to them to achieve required targets by providing guidance on issues and ensure objectives are being met.</li> </ul>
Systems and Equipment	<ul style="list-style-type: none"> <li>Responsible for the continued development of reporting processes and systems within procurement.</li> <li>Management to ensure efficient and effective reporting.</li> <li>MS Office packages (Word, Excel, PowerPoint and Outlook).</li> <li>Use of a computer for analysis, interrogation, preparation of reports and controls and communications/emails.</li> </ul>
Assurance and Scrutiny	<ul style="list-style-type: none"> <li>Ensure that Procurement Risk Management is properly addressed.</li> <li>Ensure that all procurement activity is compliant with all legislative requirements.</li> </ul>
Ongoing Training and Professional Development	<ul style="list-style-type: none"> <li>Complete all necessary training.</li> <li>Be open to mentorship and guidance for improvement from more experienced colleagues.</li> <li>Ensure that appropriate training is delivered to all relevant staff carrying out a procurement function.</li> </ul>
Trust and Confidentiality	<ul style="list-style-type: none"> <li>You must ensure that any sensitive information is handled confidentially and responsibly.</li> <li>Build and maintain trust with management, clients, and trade operatives by consistently handling confidential matters with professionalism and respect.</li> </ul>
Ethical and Professional Integrity	<ul style="list-style-type: none"> <li>Able to demonstrate honesty and transparency in all professional dealings.</li> <li>Adhering to high ethical standards, maintaining the reputation of the organisation, and ensuring the confidentiality of sensitive information.</li> </ul>
<b>Person Specification</b>	
<p><b>Knowledge and Attributes:</b></p> <ul style="list-style-type: none"> <li>Knowledge of the development agenda facing City Building.</li> <li>Critical appraisal skills.</li> <li>Highly effective numeracy/data interpretation.</li> <li>Demonstrable and facilitative leadership skills.</li> <li>Excellent communication and inter-personal skills, including sensitivity, tact, and political astuteness.</li> <li>Honesty, integrity and with high professional standards.</li> <li>Self-starter.</li> <li>Values driven.</li> <li>Team player.</li> <li>Ability to work on own initiative.</li> <li>Record of continuous professional development (CPD).</li> </ul>	

## Requirements

### Qualifications/Licence/Certification/Experience level...

#### Essential

- Degree in a relevant subject or equivalent qualification/experience.
- Evidence of continuing, relevant, professional, and personal development.
- Extensive experience in a senior role within a complex business environment, with practical experience of applying strategic planning and performance tools.
- Leadership and influencing skills.
- Proven track record in collaborative working that produces results within dynamic, and participative decision-making environments.
- Proven track record in developing structures and systems to support the attainment of organisational goals.
- Managerial competencies including excellent team-working, experience of managing staff, negotiation and communication skills and strong decision-making skills.
- Experience of working/function at a strategic level within an organisation, with strong persuasive and influencing skills and the ability to present ideas and proposals effectively at a senior level.
- Ability to interpret legislative requirements and apply technical issues.
- Ability to understand and utilise large volumes of complex data to support business performance.
- Established negotiating skills to influence and provide challenge to budget holders.

#### Desirable

- Management qualification.
- Experience of working at a senior level within a local authority construction environment.
- Experience of working at a senior level within a procurement /contract management function
- Evidence of well-developed knowledge and understanding of the strategic issues facing organisations such as City Building, Glasgow City Council, Wheatley Housing Group and other respective subsidiaries.

## Interdependencies

- Executive Management Team.
- Senior Officers of Wheatley Housing Group, and Glasgow City Council.
- Senior Leadership Team.
- Divisional Managers/ Operational Teams within City Building.

## Conditions

Your normal place of work will be 350 Darnick Street, Glasgow G21 4BA, but City Building has the discretion to place you in any establishment within their control.

Your contracted hours of work will be 35 hours per week to be worked to suit the needs of the business.

You will always operate within the framework of the LLP terms and conditions and with due regard to all Health and Safety and welfare legislation.