

JOB DESCRIPTION



Job Title: Head of Procurement
Department: Central Services
Faculty/Professional Service: Finance & Procurement
Location: Hybrid: working from home and London
Reports to: Finance Director
Full Time/Part Time/Casual: Full Time
Hours: 35 per week
Grade: Grade 8
Overall Purpose of the job: The Head of Procurement provides operational, policy and strategic leadership to the procurement function of LSHTM, to ensure value for money is achieved. The transition to a category approach to procurement is ongoing; this role is responsible for the continuing development of the team, processes and institution wide implementation of the changes required to modernise the function. The role works across many aspects of LSHTM activities, ensuring compliance with external procurement legislation and internal policy. The role supports LSHTM's environmental sustainability objectives through effective management of the supply chain and related initiatives to reduce carbon emissions.

General Information

The London School of Hygiene & Tropical Medicine (LSHTM) is renowned for its research, postgraduate studies and continuing education in public and global health.

Our mission is to improve health and health equity in the UK and worldwide; working in partnership to achieve excellence in public and global health research, education and translation of knowledge into policy and practice.

We embrace and value the diversity of our staff and student population and seek to promote equity, diversity and inclusion as essential elements in contribution to improving health worldwide. We believe that when people feel respected and included, they can be more creative, successful, and happier at work. While we have more work to do, we are committed to building an inclusive workplace, a community that everyone feels a part of, which is safe, respectful, supportive and enables all to reach their full potential.

To discover more please visit our [Introducing LSHTM page](#).

Our Values

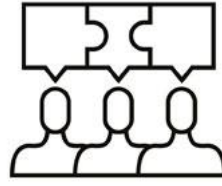
Our values establish how we aspire to achieve our mission both now and in the future - demonstrating what it means to work and study at LSHTM. Please visit our [LSHTM Values page](#) for further information.



**Act with
integrity**



**Embrace
difference**



**Work
together**



**Create
impact**

FACULTY/DEPARTMENT INFORMATION

The Procurement Team is part of the Finance function, it is responsible for specialist advice and support.

The Procurement Team aims to ensure that all LSHTM procurement and contract management activities

- provide value for money and effective competition
- ensure fairness, integrity and transparency
- align to LSHTM strategy, values & relevant policies
- meet legal, regulatory and funder obligations
- support sustainability and social responsibility aims

The Procurement Team is structured across 5 main categories:

- Laboratory and Research
- Professional Services
- Estates and Facility Management
- Travel Logistics and Events
- IT Supplies & Services

Below is approximate spend and supplier information for LSHTM categories

Works & Facilities

Annual Spend £18.3m+
300-400+ suppliers
4100+ annual transactions

Professional & other services

Annual Spend £8.4m+
600-1000+ suppliers
3200+ annual transactions

Travel, Events & Logistics

Annual Spend £3.7m+
200-400+ suppliers
4000 + annual transactions

Laboratory & Research

Annual Spend £5.0m+
400-600+ suppliers
6500+ annual transactions

IT

Annual Spend £4.5m +
200-300 + suppliers
1800+ annual transactions

Main Duties and Responsibilities

- Devise and implement a road map for the development of the procurement function
- Provide strategic and operational plans that support the work and aims of LSHTM whilst continuing the process of maturing the procurement function.
- Manage the Procurement Team (7 team members) and support their development as the function matures to provide a forward looking and best practice service.
- Develop and maintain productive relationships with all internal stakeholders, including legal and research contracts teams, sustainability, Heads of Procurement in the Units in The Gambia and Uganda to assist the continuing development and effectiveness of procurement.
- Ensure the Procurement Act 2023 is fully implemented, including training for key stakeholders across LSHTM reflecting the broader scope of the new regulations.
- Ensure that sustainability is embedded throughout the procurement lifecycle, provide procurement leadership in sustainability groups and committees.
- Oversee the development and maintenance of category strategies to deliver business and procurement aims.
- Ensure the potential benefits and efficiencies from the implementation of the new finance and research management systems are fully realised
- Raise the profile of the procurement function to embed best practice in wider business planning and processes
- Oversee operational documentation, manuals, templates and webpages to support best practice, standardisation and accessibility.
- Work with collaborative organisations such as regional consortia and HEPA (Higher Education Procurement Association) to guide and shape future procurement developments in the HE sector and share best practice.
- Develop opportunities for external collaborations with other relevant organisations both within the HE sector and with other relevant bodies. Use professional networks to promote LSHTM, share and learn best practice.
- Work closely with the London Universities Purchasing Consortia (LUPC) and attend meetings as the LSHTM representative
- Manage your own continuous professional development and internal and external collaborations, in order to contribute to service quality, research excellence and innovation.
- Demonstrate the School's values through your behaviour at work, including your duties and responsibilities in respect of equality, diversity and inclusion, health and safety, data protection, and any other legislative requirement.

Generic duties and responsibilities of all LSHTM employees

This job description reflects the present requirements of the post but may be altered at any time in the future as duties and responsibilities change and/or develop providing there is consultation with the post-holder.

The post-holder will carry out any other duties, tasks or responsibilities as reasonably requested by the line manager.

The post holder will be responsible and accountable for ensuring all LSHTM policies, procedures, regulations and employment legislative requirements are adhered to including equality and diversity and health and safety.

This job description is not a definitive or exhaustive list of responsibilities but identifies the key responsibilities and tasks of the post holder. The specific objectives of the post holder will be subject to review as part of the individual Performance and Development Review (PDR).

PERSON SPECIFICATION

This form lists the essential and desirable requirements needed by the post holder to be able to perform the job effectively.

Applicants will be shortlisted solely on the extent to which they meet these requirements.

Competency	Evidence	E / D
Education, Qualifications and Training	• Be a Member of the Chartered Institute of Procurement and Supply (MCIPS) or equivalent experience	E
	• Provide evidence of continuous professional development	E
	• Hold an undergraduate degree or equivalent	D
Experience	• Leadership of a procurement function within a complex environment. Preferably in Higher Education or Public Sector	E
	• Experience in the higher education sector. The dynamics of higher education and academic endeavour	D
	• Working within Public Procurement Regulations	E
	• Implementing a category management approach	E
	• Developing a team and managing a change process within that team	E
	• Successful strategy development and translating strategy into operational plans	E
	• Identifying key stakeholders and building strong relationships to ensure success	
	• Implementing continuous improvement in a practical procurement environment	E
Knowledge	• Best practice Procurement services, principles and techniques and their application in complex organisations (and associated issues)	E
	• How the Procurement Category model supports an organisation to achieve its strategic aims and objectives	E
	• Cultural and organisation change principles and processes	E
Personal Qualities	• A focus on results, repeated effort and resilience	E
	• A positive and adaptable leadership approach	E
	• High levels of professional maturity and resilience in building positive change, including the ability to react positively to challenging change related issues.	E
	• Skill in coaching managers to build their capacity, capability and confidence in dealing with HR management issues	E
	• Excellent communication skills: verbal, written and in presentations. The ability to sell ideas or benefits and build persuasive arguments based on data, logic and the objective merits of solutions	E
	• The ability to build and sustain effective professional working relationships within the Procurement Team and the wider business environment	E

	<ul style="list-style-type: none"> • Ability to develop relationships with senior managers, fostering an environment where people take ownership for ensuring value for money, compliance and environmentally and ethically responsible procurement 	E
	<ul style="list-style-type: none"> • The ability to think conceptually, demonstrating creativity and innovation 	E
	<ul style="list-style-type: none"> • The ability to look continuously for opportunities for improvement and to develop strategies for change to influence and shape the future direction of the business –adapting thinking and behaviour to suit the requirements of different situations 	E
	<ul style="list-style-type: none"> • Commercial astuteness 	E

E-Essential: Requirement without which the job could not be done

D-Desirable: Requirements that would enable the candidate to perform the job well

Date compiled: 08/2025

Salary and Conditions of Appointment

The post is full time 35 hours per week. The salary will be on the Professional Services salary scale, Grade 8 scale in the range £63,579 - £72,972 per annum pro rata (inclusive of London Weighting).

The post will be subject to the LSHTM terms and conditions of service. Annual leave entitlement is 30 working days per year, pro rata for part time staff. In addition to this there are discretionary "Wellbeing Days." Membership of the Pension Scheme is available.

LSHTM has a Hybrid Working Framework, which alongside agreed service requirements, enables teams to work more flexibly (if the role allows), promoting a greater wellbeing and work/life balance.

Application Process

Applications should be made on-line via our [jobs website](#). Applications should also include the names and email contacts of 2 referees who can be contacted immediately if appointed. Online applications will be accepted by the automated system until 10pm of the closing date. We regret that late applications cannot be accepted. Any queries regarding the application process may be addressed to jobs@lshtm.ac.uk.

The supporting statement section should set out how your qualifications, experience and training meet each of the selection criteria. Please provide one or more paragraphs addressing each criterion. The supporting statement is an essential part of the selection process and thus a failure to provide this information will mean that the application will not be considered. An answer to any of the criteria such as "Please see attached CV", "Yes" or "No" will not be considered acceptable and will not be scored.

Please note that if you are shortlisted and are unable to attend on the interview date it may not be possible to offer you an alternative date.

Asylum and Immigration Statement

LSHTM will comply with current UKVI legislation, which requires all employees to provide documentary evidence of their legal right to work in this country prior to commencing employment. Candidates will be required to email a copy of their passport (and visa if applicable) to HR prior to their interview and if appointed will be asked to bring the original documents in to be copied and verified before their start date.

Applications from candidates who require sponsorship to work in the UK will be considered alongside other applications. Applicants who do not currently have the right to work in the UK will have to satisfy UK Visas & Immigration regulations before they can be appointed.

Further information about Sponsorship and eligibility to work in the UK, can be found on the [government immigration rules page](#).