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## **Procurement and Contracts Management Officer** **Full Time 35 Hours, Permanent**

Edinburgh based with at least one day per week in the office.

£34,525 - £37,274

We're seeking a proactive and knowledgeable **Procurement and Contract Management Officer** to lead procurement and contract activity across our organisation. You'll ensure compliance with public sector legislation, deliver best value, and support colleagues throughout the contract lifecycle.

### **Key Responsibilities:**

- Lead end-to-end procurement of goods, services, and works.
- Support colleagues with contract management and procurement advice.
- Drive value for money and service improvements.
- Maintain procurement documentation and manage related budgets.
- Lead on reporting, audits, and continuous improvement initiatives.

This is a varied, fast-paced role ideal for someone with public sector procurement experience and strong commercial judgement. Knowledge of procurement regulations and contract management is essential, and CIPS Level 3 (or working towards it) is desirable.

Join a values-led organisation where you can make a real impact. We offer hybrid working, a supportive team, and opportunities for professional development.

### **Our employee benefits**

- Company sick pay scheme on completion of probationary period
- 34 days' holiday per annum, pro rata for part-time hours
- Access to Health and Wellbeing resources such as, 24 hour GP service, physiotherapy, 24/7 Employee Assistance Program and in-house Mental Health First Aiders
- Opportunity to participate in internal support networks such as employee engagement, wellbeing and digital forums
- Company pension scheme and other benefits such as Death in Service

**We ask that all applicants read the Job Pack for further details of the available opportunity. Blackwood are committed to diversity and inclusion and as a Disability Confident Employer, we will interview all disabled candidates who meet the minimum requirements for the post.**