

Role: Head of Procurement	Department: Financial & Corporate Services
Reports to: Chief Finance & Corporate Officer	Pay Grade: Grade 9 - £58,132 - £63,603 Per Annum
Location: Broadstone Building, 50 South Gyle Crescent, Edinburgh, EH12 9LD/Hybrid	Type of Contract: Permanent. Full-Time, 40 Hours Per Week.

JOB PURPOSE

The Head of Procurement will lead the National Trust for Scotland's procurement and supply-chain activity, ensuring that every pound spent supports our charitable purpose. The role will strengthen commercial control across a complex, multi-site organisation, deliver measurable cost efficiencies, simplify purchasing processes and improve the quality, resilience and sustainability of supply.

- Delivering sustainable reductions in expenditure, cost avoidance and wider organisational value whilst maintaining quality
- Standardising and improving source-to-pay processes and systems
- Strategic sourcing, tendering, contracting and supplier performance
- Governance, compliance, risk management and responsible procurement
- Building procurement capability across properties and central teams

With oversight of more than £40 million of annual non-staff expenditure, the postholder will set procurement strategy, policy and standards; provide clear spend and benefits reporting; and partner with colleagues to challenge demand, aggregate requirements and secure best value. Procurement decisions will balance whole-life cost, quality, risk, conservation, engagement and sustainability.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

Lead a trusted, proportionate procurement service that enables colleagues across the National Trust for Scotland to buy well, work efficiently and demonstrate responsible stewardship of charitable funds.

Key responsibilities include:

- Develop and deliver a procurement strategy aligned with the Trust's corporate strategy, financial plans and conservation purpose.
- Create and maintain a prioritised savings and value pipeline, with clear baselines, owners, delivery dates and Finance-validated benefits.
- Use spend, contract and supplier data to identify demand-management, specification, aggregation, framework and sourcing opportunities.
- Lead strategic sourcing, tendering and negotiation for high-value and high-risk goods, works and services, securing best whole-life value.
- Embed environmental sustainability in sourcing and contract management by considering whole-life carbon, energy and resource use, waste reduction, circular-

economy opportunities, biodiversity impacts and credible supplier environmental performance.

- Simplify and standardise end-to-end purchasing, using proportionate controls, clear guidance, automation and self-service where appropriate.
- Improve source-to-pay compliance, spend visibility, contract coverage and management information, including effective use of Microsoft Dynamics 365.
- Establish category plans and supplier performance frameworks that improve cost, service, quality, resilience and innovation.
- Manage procurement, commercial and supply-chain risk, including business continuity, supplier due diligence and contract expiry planning.
- Ensure compliance with applicable legislation, funder conditions, Trust policy, delegated authority and responsible procurement commitments, including environmental sustainability and climate objectives.
- Build constructive relationships with budget holders, properties, Finance, Legal, Scottish public bodies, sector partners and strategic suppliers.
- Lead, coach and develop the procurement team and strengthen commercial capability across the Trust.

The current duties of this job do require a criminal records (Disclosure Scotland) check to be carried out

REQUIRED QUALIFICATIONS, SKILLS, EXPERIENCE & KNOWLEDGE

Qualifications

Essential

- MCIPS, CIPS Level 5 or above, a relevant degree, or equivalent senior procurement experience.
- A valid UK driving licence, due to travel across the Trust's properties.

Experience

Essential

- Senior procurement leadership experience in a complex, decentralised or multi-site organisation.
- A strong record of delivering verified savings, cost avoidance, improved working capital or other measurable commercial value.
- Experience developing category strategies and leading complex sourcing, tendering and contract negotiations across goods, works and services.
- Evidence of simplifying procurement processes, improving controls and adoption, and using systems and data to increase efficiency.
- Strong knowledge of contract management, procurement governance, supplier risk and relevant legal and regulatory requirements.

- Successful change leadership, senior stakeholder influence and team development in an environment with varied demand and priorities.
- Sound financial acumen and experience of benefits tracking, budgeting and management reporting.
- Experience of integrating environmental sustainability into procurement strategies, specifications, evaluation criteria, contracts and supplier performance measures.

Desirable

- MS Dynamics 365 Experience.
- Charities/Third Sector Experience.

Skills & Knowledge

Essential

- Commercially astute and outcome-focused, with the confidence to challenge demand and influence decisions.
- Able to translate strategy into clear plans, priorities, measures and sustained delivery.
- Highly analytical, with strong numerical, reporting and problem-solving skills.
- An effective communicator and collaborative leader who can build capability and support colleagues through change.
- Confident using digital procurement, finance and reporting tools to automate activity and improve insight.
- Committed to the National Trust for Scotland's purpose and to responsible, sustainable procurement.

DIMENSIONS AND SCOPE OF JOB

People Management

- Direct line management of 4
- Responsible for the continuing professional development of the resources within their responsibility.
- It is imperative that the post-holder is confident in dealing with colleagues at all levels within the organisation.

Finance Management

- ♦ The post has a small budget of circa £10,000
- ♦ Influences Budget holders spend of circa £40M annually

The purpose, context, key responsibilities and person specification reflect the requirements of the role at the time of issue. The Trust may amend them following appropriate consultation or ask the postholder to undertake other reasonable activities within the broad scope of the role and their capabilities.

HOW TO APPLY

Interested applicants should forward their Curriculum Vitae (CV) or an Application Form to the People Services Department (Applications) by email via workforus@nts.org.uk by Friday 6th November 2026.

Please ensure your CV includes your full name and contact details, the CV file sent to us should be titled your first initial and surname. When submitting your CV please state the position and job location of the vacancy you are applying for in the subject title or body of your email: For example, "Head of Procurement - NTS"