



# Candidate Information

Contract Management and Procurement

May 2025



# WE ARE GROWING!!!!

Join our growing team! We're a dynamic, fast-paced team, looking for passionate individuals to contribute to our exciting next chapter. Be part of something bigger, make a real impact, and grow your career with us.

MULTIPLE POSITIONS AVAILABLE - CHECK OUT OUR OPENINGS TODAY!

Are you a dynamic problem solver and motivated self-starter? Do you have experience in contract management, compliance, data analysis, category management, supply chain management, procurement? If so, we would really like to hear from you.

We're an award-winning organisation recognised and certified as a "Great place to work". We offer a collaborative, exciting environment where your ideas are heard and valued. We provide competitive salaries, benefits, and opportunities for career development.

This is an exciting time to join the Commercial Team as we look to align and implement our [Procurement and Contract Management Strategy](#) along with the newly launched Procurement Act 2023 and are looking to make our service as efficient as possible and drive value for money for Warwickshire and our communities.

This is just the beginning; we're constantly growing and evolving and we're always looking for passionate individuals who share our vision!

We're making a real difference, and you can be a part of it!





# Welcome to Warwickshire County Council

Warwickshire County Council is an award-winning local government organisation at the heart of democracy.

As a local authority committed to excellence, we have a wide range of roles. Whether this is providing specialist care and support to the most vulnerable in our communities, or championing Warwickshire as a choice for business through to our work to promote economic growth and innovation.

Warwickshire is famous the world over as Shakespeare's county — but that's only half the story. We're also vibrant and modern. One of the fastest growing commercial regions in the UK; we're home to many leading companies and developing exciting opportunities for everyone who lives and works here.

We pride ourselves on being an innovative employer who likes to encourage new ways of working.





# About our Service

Warwickshire County Council is an ambitious two-tier authority that is committed to continuously improve our procurement and contract management capabilities. The Council's Contract Management and Quality Assurance Team have an exciting opportunity for a Contract Management Officer to join our high performing and passionate team. This role will support contracts in both our Communities and Resources directorates, which includes a wide range of service areas such as ICT, HR, Finance, Property Services, Transport, County Highways, Fire and Rescue, Waste Management and more.

We're proud of the care and service we deliver but know that to progress, we too have to adapt. We're determined to bring new ideas to the table, alongside what we already do well. Our direction is clear – we're making Warwickshire the best it can be for everyone. We know we have to continuously improve to make our direction a reality and it's our teams of dedicated people who will make this happen.

It's an exciting time to be a part of the Council and we'll give you the support and encouragement you need to succeed and help others around you – because we know a job done well, is a job done together.



# The Procurement Act 2023

The Procurement Act 2023 significantly impacts procurement and contract management in the UK public sector by introducing a new regime that aims to simplify, streamline, and make public procurement more transparent, encompassing the entire contract lifecycle from initial market engagement to contract management and performance monitoring, with a focus on greater openness for suppliers, particularly smaller businesses, and stricter accountability for contracting authorities.

It's a big responsibility that can be challenging at times, but this is what drives us to succeed and achieve. At Warwickshire County Council, you'll improve the county and see just how much of a meaningful difference you make to its people.

We trust and empower you to build relationships, take responsibility and make decisions, whilst leading by example at all times. We're not rigid in how or where we work. We're flexible and know there are many ways to do a job well.

You'll be able to apply your knowledge and abilities in a place that matters to people and communities. And simply put, you'll enjoy working here because of that.

We welcome applications from candidates with experience in either the public or private sectors. Public sector knowledge and experience would be advantageous but is not a hard requirement. However, candidates should as a minimum be able to demonstrate an awareness of the relevant procurement legislation that applies to public sector bodies in England and Wales.

Ideally the post holder will hold relevant qualifications, but candidates are encouraged to apply who can demonstrate an interest and established understanding of contract management, category management, supply chain management and/or procurement.

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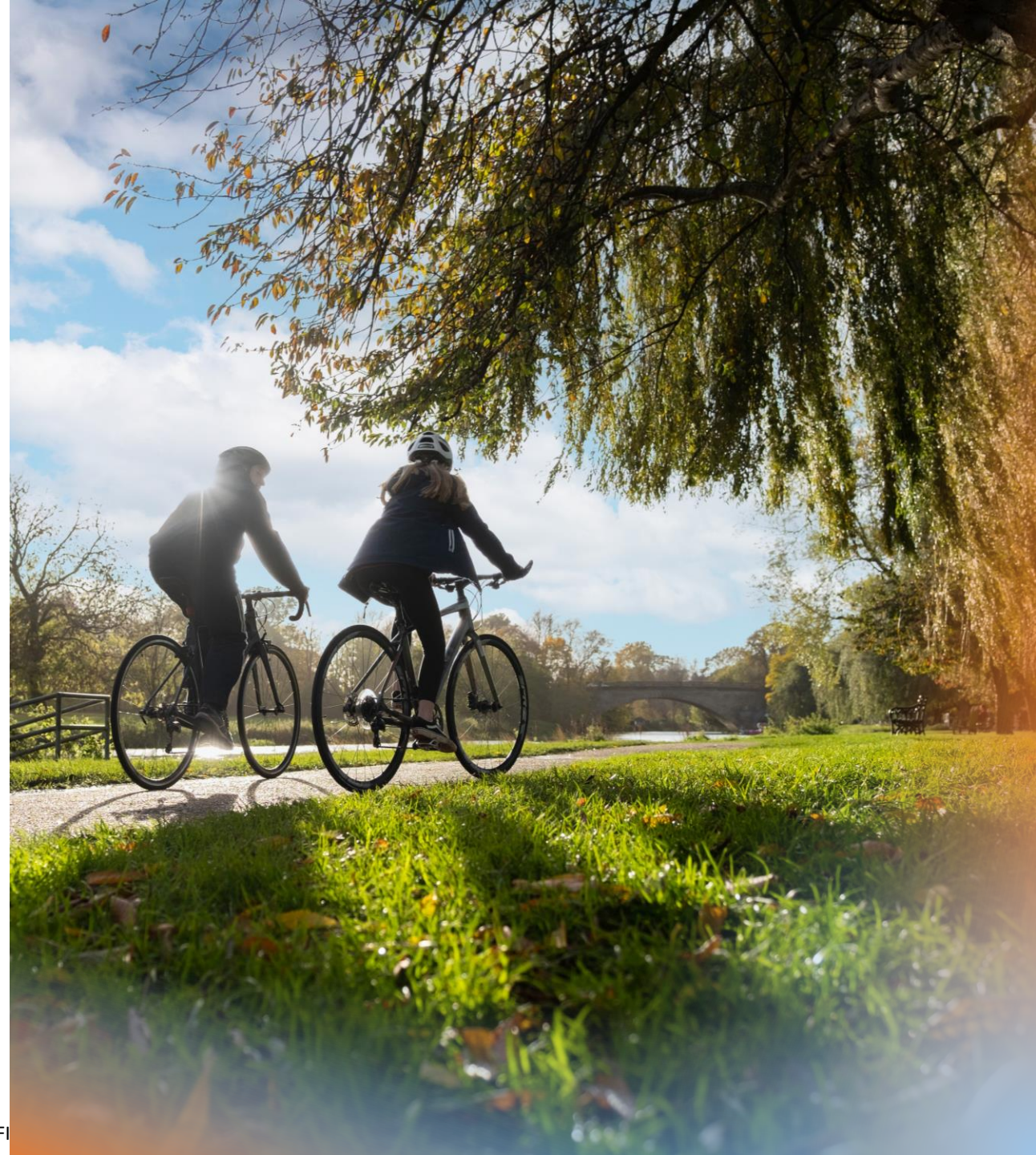


# Benefits

All vacancies are hybrid working.

We also have a great employee benefits package which you can take advantage of, including:

- ✓ LGPS (Local Government Pension Scheme)
- ✓ Generous holiday allowance
- ✓ Ability to buy additional annual leave
- ✓ Car Lease Scheme
- ✓ Shared Cost AVC pension scheme
- ✓ Health Cash Plan
- ✓ Cycle to Work Scheme
- ✓ Free staff parking at our Warwick office
- ✓ Employee lifestyle discounts scheme
- ✓ Discounted local gym memberships
- ✓ Health & Wellbeing support
- ✓ Multiple staff networks
- ✓ Enhanced family friendly policies







# Our Vacancies

We have multiple vacancies available within our Contract Management and Procurement Teams:

- [Contract Management Officer](#)
- [Contract Monitoring Officer](#)
- [Procurement Officer](#)
- [Category Specialist](#)
- [Waste Compliance Officer](#)

All roles are open for candidates to apply through our jobs board – [www.warwickshire.gov.uk/jobs](http://www.warwickshire.gov.uk/jobs)

Closing date for applications: midnight, Thursday 22<sup>nd</sup> May 2025

For any questions, additional information about the role or the application process please email: Meghna Belshaw, Delivery Lead - [meghnabelshaw@warwickshire.gov.uk](mailto:meghnabelshaw@warwickshire.gov.uk)

**Warwickshire County Council is committed to equality of opportunity for all employees and is keen to address areas of under representation in its workforce. See [more](#)**