



NEWCASTLE UNITED

JOB DESCRIPTION

Job Title	Procurement Senior Buyer
Department	Procurement
Responsible to	Head of Procurement
Responsible for	Buyer

Job Summary

The Senior Buyer will support the development and transformation of the newly established Procurement function, delivering professional procurement support across the Club, and supporting the procurement of a wide range of goods and services. The role involves leading formal commercial exercises, conducting benchmarking reviews, negotiating contractual terms, and ensuring compliance with business policies and Procure to Pay (P2P) processes. The postholder may also mentor junior team members as the department grows.

Management Responsibilities	• Ensure a fit for purpose, individual and departmental Continuous Professional Development programme is in place for all staff and that any DBS requirements are complied with. • Act as a role model for our values and valued behaviours, leading your team to do the same and appropriately challenging behaviours that do not align to our values. • In your capacity as a manager, ensure that you and your team(s) comply with all people management policies and processes and that these are applied fairly and consistently.
Role Responsibilities	• Support the Head of Procurement in building both a strategic and operational procurement function across the Group to deliver cost efficiencies aligned with best practice (and fit for purpose) procurement, ensuring compliance with the Group's objectives, values and DoA framework. • Use company software functionality in Workday, to review, monitor and manage business process flows, and suggesting improvements as required. • Reduce the current supply base, create preferred supplier listing, manage existing supplier accounts, review and challenge new supplier requests from the Club. • Manage the Requisition/Purchase Order process, and report on compliance against policies and prepare departmental reporting, highlighting any non-compliance related to slow/partial supplier account or requisition approvals. • Support the development of a supplier onboarding and contracts database system to improve departmental efficiencies. • Support departmental training/comms across the business to embed Procurement principles and practices in day-to-day Club operations.



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	• Work collaboratively with department heads/budget holders/relevant employees/buyers to maximise compliance and to ensure value is obtained in the future procurement of the Club. • Robustly negotiate contracts and assist and support departmental purchasers in doing likewise when more appropriate, ensuring relevant and necessary performance measures and key performance indicators are in place, including adherence to latest Government/Club policies as required – e.g. Modern slavey Act, IR35, NMW/RLW requirements etc. Ensure compliance with relevant regulations and ethical standards in all procurement activities. • Lead formal commercial exercises, including supplier pre-qualification, due diligence, manage RFXs, lead negotiations, including commercial contract terms and conditions (risk mitigation), and assess whole-life costs. • Support the delivery of the Club's SECR objectives using sustainability and ecological criteria to assess best solutions through the procurement process. • Monitor market trends and identify opportunities for innovation and cost savings. • Deliver quantifiable actual and budgetary savings, alongside cost avoidance and value add benefits to the business. • Ensure transparency across procurement policies within the Group enabling a fair and consistent approach. Ensure efficiencies and cost savings are achieved across the business where same suppliers/economies of scale can be generated • Liaise with key stakeholders to determine product and service needs. • Build and nurture relationships with suppliers, ensuring quality, reliability, and value for money. • Engage with local businesses to provide opportunity between the club and the community, and to ensure sustainable business opportunities are explored wherever possible • Support the Clubs involvement in the PL Shared services project. • Any other reasonable duties.
Role Requirements	• Perform duties with due regard to club policies and procedures and legislative requirements at all times; • Ensure implementation of the clubs health & safety, safeguarding, welfare and equality policies to create a safe working environment for all; • Ensure working practices are compliant with relevant legislation and data protection legislation and/or general data protection regulations (GDPR) requirements; • Undertake continuous professional development (CPD) training and/or additional training as identified or as required.



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Qualifications & Training

Essential	• If not already fully MCIPS-qualified, studying towards MCIPS. • Trained in negotiation. • Valid driving license.
Desirable	• Relevant business, procurement, or supply chain & logistics qualification. • Microsoft office.

Knowledge, Skills & Experience

Essential	• Extensive experience in procurement delivery, ideally across indirect categories. • Strong negotiation skills (price and other key T&Cs). • Proven experience of managing projects in a complex, fast-paced organisation. • A strategic mindset with a focus on delivering results and driving continuous improvement. • Highly organized, detail-oriented, with the ability to work independently and collaboratively. • Excellent analytical and problem-solving abilities. • Strong project management skills and knowledge • Strong budget management experience • Strong verbal & written communication skills • Excellent relationship management experience
Desirable	• Previous experience of working within a football/sports environment • Experience in implementing and optimising e-procurement platforms • Experience of working within a dynamic and changing procurement environment

Criminal Record Check Requirement

This role does not require a criminal records check (CRC) deemed suitable by the Club.

Club Statements



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General Statement

All employees of the Club must at all times carry out their responsibilities with due regards to all policies and procedures and in particular health and safety, confidentiality and data protection.

Safeguarding & Welfare Statement

The Club is committed to the safeguarding and welfare of all children, young people and adults at risk of harm and requires all staff, volunteers and others associated with the Club to share and endorse this commitment.

As part of this commitment, all staff are expected to undertake regular safeguarding and welfare related training and to ensure the environments in which they work remain safe at all times. This includes ensuring 'best practices' are adopted at all times and incidents or concerns are proactively reported. Safeguarding is considered everybody's responsibility.

Equality, Diversity & Inclusion Statement

The Club is committed to equality, diversity and inclusion, encapsulated by the Club's brand United As One, and believes in equal opportunities for all. We expect that all staff, volunteers and others associated with the Club share and endorse this commitment in a positive manner. The club does not tolerate any form of direct or indirect discrimination, victimisation or harassment. Your behaviour must align to the principles of equality as outlined in the Clubs equality policy which can be found at www.nufc.co.uk/UnitedAsOne.

Health & Safety Statement

The Club is committed to effective management of the Health and Safety risks to all employees, visitors, supporters, and any others associated with the Club. As part of this commitment all staff are expected to conduct your business in a proactive way that prevents injury and ill health to those who may be affected by your activities.

All staff are expected to undertake regular Health & Safety related training and to ensure the environments in which they work remain safe at all times, and with the mindset that Health & Safety is everybody's responsibility.