

Role Profile – The What, The Where, The How

POSITION	Sustainable Procurement Manager		
TEAM	Development and Sales	LOCATION	Agile working from Office and Home
VERSION	2	LAST UPDATED	June 2025

THE PURPOSE OF THIS ROLE IS TO

Integrate our environmental and social responsibilities into Coastline's procurement strategy and manage and audit The Approved Supplier List to forward plan our procurement pipeline.

Ensure Coastline understands and remains compliant with all relevant legislation (e.g., The Procurement Act 2023) and support the business in its requirements.

Maximise innovative purchasing opportunities relating to the membership and use of procurement consortiums and wider strategic partnerships.

Oversee the development and implementation of Coastline's Environmental Strategy, using the supply chain to focus on decarbonisation and sustainability initiatives.

Collate Procurement and Contract Management, Environmental, Social and Governance information to publish benchmarked performance.

Specific Accountabilities – The Brass Tacks

In the role, day to day, you'll be responsible for:

- Managing Coastline's supply chain and suppliers to ensure compliance with regulatory requirements across the business;
- Leading and flexibly supporting on all new procurement activity across Coastline including:
 - a focus on social value and sustainability;
 - a tailored and proactive approach accordingly to complexity of procurement and experience of contract manager.
- Managing and developing the Contractor Portal and Contract Register, collating information relating to environmental performance across Coastline and ensuring that all improvements are documented;
- Developing innovative projects to achieve Coastline's environmental goals, including energy reduction, decarbonisation and sustainability initiatives;
- Procuring and managing utility contracts to secure the best possible supply deals for Coastline and our customers;
- Utilising technical energy reduction projects to identify areas of high energy use within corporate and communal buildings in line with Coastline's Carbon Reduction Plan;
- Adopting an innovative approach to sustainability and procurement, identifying and implementing new technologies and practices, securing external grant funding to support sustainability and procurement projects;
- Working with colleagues to evidence procurement documentation to demonstrate high quality tender and selection of suppliers, services and materials;

- Creating regular reports for the Senior Leadership Team on spend and procurement activities, and analyse the financial, social, and environmental impacts of new agreements;
- Researching opportunities for environmental impact reductions within procurement, and providing sustainability information to support funding bids and tender submissions;
- Encouraging and supporting colleagues to understand procurement requirements, collaborating across the organization, and raising awareness of procurement activities through reports and publications;
- Acting as the lead representative with ASW for Coastline in procurement;
- Ensuring that all procurement activity is developed to source sustainable materials, reduce the energy use and carbon footprint across the business;
- Managing and overseeing Coastline's procurement requirements taking into account business needs, social and ethical value, environmental impact and carbon reduction planning; and
- Effectively managing innovative procurement processes across the business, securing external grant funding, and leveraging technology to monitor and improve assets.

Person Specification – The Who

PERSONAL SKILLS AND QUALITIES

At Coastline we are more concerned with how you work and what you bring to the role over formal qualifications or criteria. Specifically, what we're looking for is someone who demonstrates behaviours in accordance with Coastline's values to:

- Put our customers first
- Be open, honest and accountable
- Value each other
- Strive to be the best

For some roles we require essential qualifications and skills. Specifically, for this role we are seeking someone with:

- Membership of relevant professional body or relevant academic qualification.
- Knowledge of the Procurement Act, contractor vetting, contract writing, performance frameworks, key performance indicators, tendering and selection processes.
- Experience of utility procurement, developing and delivering energy improvements for domestic and commercial buildings.
- An innovative mindset with the ability to implement new technologies and practices.
- The ability to complete cost benefit analysis and return on investment of opportunities for procurement activity.
- Knowledge of procurement activities, social, ethical and environmental procurement requirements and measurement.
- Knowledge and ability to produce reports relating to procurement outcomes.
- The ability to use your own initiative, innovation, resourcefulness, flexibility and a self-motivating approach.
- Has access to a car and full driving licence, or the ability to travel round the region and a satisfactory basic DBS check.

Some experience in the following would be an advantage:

- A degree or post graduate qualification in a relevant field.
Being passionate about improving homes and buildings to reduce environmental impact and energy use.
- Understand the financial, social, ethical and environment outcomes from procurement.
- Knowledge of property legislation, focusing on housing and buildings.
- Experience of managing procurement activities within a housing environment.
- Ability to analyse tender returns and use of data to enable the reporting of tender information to strategic leaders and decision makers.
- Experience of successfully delivering projects on time and within budget.
- Ability to use IT systems, with some training, to produce reports and datasets.

General Obligations - For All Of Us

- Represent the company positively with all external agencies.
- Service and support the company as requested.
- Establish, develop and maintain effective working relationships with all work colleagues.
- Ensure compliance with the company's health and safety policies and procedures.
- Continually promote equal opportunities and customer care in full compliance with the company's policy and standards.

REPORTING

Reports directly to The Director of Development and Commercial Services.

CONTACTS

Internal

Colleagues, managers, Heads of Service, Executive Team and various committees

External

Suppliers, contractors, customers, neighbourhood groups, consultants



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