

Post Number: 171066

Job Title: Corporate Procurement Team Leader

About Dundee City Council and its Procurement Function

Dundee City Council's Procurement Team is based at Dundee House and operates a business partnering approach, working closely with Council services and stakeholders.

Dundee City Council has made a significant investment in its procurement function and has undergone a substantial procurement transformation programme.

The successful applicant will join a high-performing, forward-thinking procurement team with a strong focus on delivering best value for the Council through best practice, innovation, and continuous improvement.

The Procurement Team is actively progressing through the CIPS qualification pathway. The successful applicant will work alongside the two existing Team Leaders, collectively managing and developing a team of Procurement Category Officers and Procurement Systems staff.

The attached diagram illustrates the current corporate procurement structure. With the appointment of an additional Corporate Procurement Team Leader, the two Team Leaders will share responsibility for managing the Procurement Category Officers and Procurement Category Officer Assistant (currently 7 Category Officers and 1 Assistant Procurement Category Officer).

Dundee City Council operates a Category Management model aligned to supplier markets.

Procurement is recognised as a strategic function within Dundee City Council and plays a key role in delivering the Council's wider priorities through sustainable procurement, Community Wealth Building, Fair Work First principles, and Community Benefits. The successful applicant will have the opportunity to influence procurement policy, service delivery, and organisational outcomes across a diverse range of spend categories.

Dundee City Council has an in-house Construction Services team with an ongoing requirement for goods and services and, where appropriate, works contracts that are procured through the Procurement Team.

Sourcing Strategies are required for all one-off expenditure of £50,000 or above, and Dundee City Council has developed an online Sourcing Strategy system, supported by a range of digital forms and processes.

The Council introduced revised Standing Orders in September 2025 and has digitised guidance materials for employees involved in procurement and purchasing activities, whether undertaken regularly or occasionally.

We hold regular team development sessions, together with scheduled one-to-one meetings and Annual Quality Conversations.

The centralised procurement function typically delivers around 48 regulated procurements and approximately 200 below-threshold procurements each financial year.

Further information on the Council's procurement function can be found at: Procurement | Dundee City Council. [Procurement | Dundee City Council](#)

The Annual Procurement Report for 2025/26 will be presented to Committee in September 2026. The 2024/25 report is available via the link above.

About the Postholder

The post is graded LG12 and will be responsible for managing approximately 50% of the Category Officer establishment. Applicants must either hold MCIPS status or provide evidence of registration on a CIPS Level 4 programme before a formal offer of employment is made.

Where the successful candidate is not already MCIPS qualified, they will be required to achieve the CIPS Level 6 Professional Diploma within four years of appointment. Study leave will be provided for examinations, together with designated study days. The successful applicant will enter into a learning agreement with Dundee City Council.

Hybrid Working

Dundee City Council generally aligns its hybrid working arrangements with national guidance. Procurement sits within Corporate Services, and the Procurement Team currently attends the office two days per week, with one day per week currently being Tuesday, to support a whole-team approach, with the second office day being of the individual's choosing, workload and demands permitting.

As a support service, normal working hours are 9.00 am to 5.00 pm.

As at August 2026.