

## **Candidate Information**

**Position:** Procurement Advisor (Maternity Cover)  
**School/Department:** Financial Services  
**Reference:** 20/108372  
**Closing Date:** Monday 5 October 2020  
**Salary:** £28,331 to £32,817 per annum  
**Duration:** 12 months

### **JOB PURPOSE:**

To provide a professional, effective and efficient procurement advice and service to the University ensuring value for money procurement outcomes are achieved. The post holder has specific accountability for designated areas relating to spend categories and will provide a full procurement service to Faculty and/or Professional Service areas.

### **MAJOR DUTIES:**

1. May line manage 1 member of staff to ensure the successful delivery of a professional procurement function.
2. Responsible for the delivery of procurements/commercial contracts within the allocated timescales for specific areas.
3. Ensure compliance with procurement legislation and any other relevant legislation through the leading and management of tender processes and other procurement systems including but not limited to:
  - initiation and production of all pre-qualification and tender documentation;
  - guiding tender panels in the setting of tender specifications, evaluation criteria and weightings;
  - leading the evaluation and scoring of tender submissions;
  - managing post tender meetings and clarifications;
  - preparing reports to support decision making;
  - managing the implementation of resultant contract awards and advising on, or assisting with, the contract management process.
4. Produce and analyse statistical information and reports for consideration and / or approval. Provide advice on the information and make recommendations on particular courses of action to key staff.
5. Ensure procurement policy is applied appropriately to requisitions and purchase orders referencing the correct contract details.
6. Identify, initiate and implement cost savings and efficiency methods through benchmarking, market-testing, collaboration and using new and innovative procurement methods. Report on savings achieved on a regular basis.
7. Provide advice and guidance on procurement and concession processes.
8. Build and develop relationships along with a communications plan to deliver a high level of customer service. Lead stakeholder meetings, participating in working groups and proactively ensuring that actions are carried out efficiently.
9. Monitor and appraise supplier performance through the preparation of service level agreements with agreed KPIs and through attendance at contract review meetings. Identification, co-ordination and delivery of solutions to maximise service quality, efficiency and continuity of supply and manage supplier performance.
10. Keep appraised of and apply updates and changes in procurement and concession legislation.

### **Planning and Organising:**

1. Prioritise and organise own workload and ensure effective delegation of team's workload over short/medium term with an appreciation of longer term issues.
2. Careful planning, prioritisation and decision making for an area in order to meet expenditure deadlines, targets and the regulatory timescales laid down by Legislation. This requires flexibility and strong organisational abilities as urgent requests can occur at short notice. Ability to foresee and mitigate issues that may lead to increased cost and missed business critical deadlines.
3. Arrange and implement process changes whilst ensuring continuity of service to internal customers.

4. Ensuring operational changes are communicated and adopted within responsibility area(s).

**Resource Management Responsibilities:**

1. Ensure appropriate approvals are obtained prior to commitment to contract.
2. Monitoring, analysing and making recommendations in relation to financial spend e.g. on and off contract spend.

**Internal and External Relationships:**

1. Lead internal and external meetings as required to support Office and Directorate matters.
2. Develop relationships with wide-ranging internal and external contacts regarding issues.
3. Be recognised as the main specialist point of contact for procurement of particular categories or areas and co-ordinate a range of activities and communications.
4. Participate in and contribute to the work of external bodies e.g. NWUPC, CPDNI etc to facilitate access to collaborate opportunities.
5. Influence stakeholders and project participants to ensure delivery of objectives within

**ESSENTIAL CRITERIA:**

1. Have CIPS Level 4 in Procurement and Supply and be working towards CIPS Level 6 in Procurement and Supply or equivalent.  
OR  
Have or be working towards a Relevant Honours or Higher Degree (e.g. in procurement, operations, logistics, supply chain management, business administration).
2. At least three years' (in the last ten years) relevant experience within the procurement function or commercial function of an organisation.
3. Experience of successfully planning and managing procurement projects and tendering activities, including stakeholder management.
4. Knowledge and experience of procurement function policies and processes.
5. Experience of driving cost efficiency through procurement to deliver tangible savings e.g. using collaboration, negotiation on contract extensions etc.
6. Ability to assess and organise resources, and plan and progress work activities, projects, changes within own work area, using initiative and judgement.
7. Experience in the use of electronic procurement tendering systems.
8. Experience of using office software packages, including MS Office (Word, Excel, PowerPoint and Outlook) to an intermediate level.
9. Ability to use initiative and judgement to resolve daily problems independently.
10. Problem solving capability with good numeracy skills.
11. Organisational and time management skills and ability to plan and organise own activities.
12. Ability to produce written reports and positional updates.
13. Excellent interpersonal and communication (written and oral skills). This includes the ability to: understand/interpret the requirements of others, present information to others, conduct effective internal and external relations, and deal with confidential/sensitive issues.
14. Ambition - Self-motivated to achieve individual and team objectives.
15. Integrity - Ability to lead by example in an honest and open manner.
16. Resourcefulness – Ability to find innovative ways to collaborate with colleagues to deliver solutions and achieve success.
17. Flexible - willing to adapt to new tasks, duties and types of work.
18. Willingness to participate in virtual meetings e.g. Purchasing Consortia meetings and training as required.

**DESIRABLE CRITERIA:**

1. CIPS Level 5 / 6 in Procurement and Supply or equivalent.
2. Knowledge of procurement legislation.