

# Job Description and Person Specification

## JOB DESCRIPTION

Post title:	Buyer		
Academic Unit/Service:	Finance, Planning and Analytics		
Faculty:	Professional Services		
Career Pathway:	Management, Specialist and Administrative (MSA)	Level:	2b
*ERE category:	n/a		
Posts responsible to:	Sourcing & Supplier Contract Manager		
Posts responsible for:	None		
Post base:	Office-based		

Job purpose
<p>The buyer will work within specific categories and be responsible for:</p> <ul style="list-style-type: none"> <li>• <b>Sourcing</b> – identifying what to buy, whom to buy from, the best way to buy using knowledge of University contracts to source goods and services</li> <li>• <b>Ordering and Processing</b> – responsible for the end-to-end process including ordering, goods receipting and management of the order</li> </ul>

Key accountabilities/primary responsibilities	% Time
1. To apply a good working knowledge of contract arrangements and departmental systems to source purchases using the most appropriate route, escalating purchase order requests, where the business does not want to use the contract that is currently in place, to the Sourcing & Supplier Contract Manager. This will include where appropriate, checking and recommending supplier set-up and appropriate payment options.	50 %
2. To contact other departments or external suppliers to source and exchange information, allowing generic requests to be correctly allocated within the team as quickly as possible.	10 %
3. To complete all housekeeping tasks associated with the end-to-end process. Including, but not limited to: <ul style="list-style-type: none"> <li>• Check that all goods have been received by the end user as specified.</li> <li>• Ensuring any Duties, Levies or Taxes associated with delivery, import or export are understood, correctly accounted for and paid in a timely manner.</li> <li>• Producing and completing documentation associated with purchasing card use.</li> <li>• Ensuring non-standard payment requests are appropriately dealt with.</li> </ul>	10 %
4. Undertake invoice/payment query investigation, liaising with payments staff, Senior Buyers and Sourcing & Supplier Contract Managers as required	10%

Key accountabilities/primary responsibilities		% Time
5.	Provide support to improve and maintain purchase order discipline, liaising with Senior Buyers and Sourcing & Supplier Contract Managers to recommend improvements to recording. Trouble shoot problems created by the system, users and suppliers, where the strict invoice to purchase order process has not been adhered to.	5 %
6.	Support the provision of a 'Helpdesk' facility and resolve queries escalated from this source.	5 %
7.	To flexibly provide support and informal coaching/training to colleagues in relation to contract changes.	5 %
8.	Any other duties as allocated by the line manager following consultation with the post holder.	5 %

Internal and external relationships
Build strong relationships internally within the wider Procurement Team and with internal customers/end users. Support external relationships with suppliers.

Special Requirements
Staff may be required to work in a number of locations across the Campus.

## PERSON SPECIFICATION

Criteria	Essential	Desirable	How to be assessed
Qualifications, knowledge and experience	<p>Skill level equivalent to achievement of NVQ2, GCSE or City and Guilds.</p> <p>Able to demonstrate a sufficient knowledge of work systems, equipment processes and standard IT packages including Outlook, Word and Excel.</p> <p>Able to demonstrate a good knowledge of Buying processes, ideally in a Higher Education context.</p> <p>Ability to produce clear, accurate and concise written documentation.</p> <p>Previous work experience within a buying or purchasing role.</p>	Experience of analysing data and presenting summary information clearly to a range of audiences.	CV, certificates, references, interview, work experience
Planning and organising	<p>Able to effectively organise allocated work activities and assist in the effective organisation of non-standard tasks and events.</p> <p>Able to multi-task effectively to achieve required deadlines.</p> <p>Able to work well with minimum supervision and pro-actively raise issues or concerns with line manager.</p>		CV, references, interview, work experience
Problem solving and initiative	<p>Able to independently solve a range of problems by responding to varying circumstances, whilst working within standard procedures.</p> <p>Able to provide appropriate challenge where procedures and regulations have not been complied with, both internally and externally.</p>		CV, references, interview, work experience
Management and teamwork	<p>Able to contribute to team efficiency through sharing information and constructively supporting others.</p> <p>Able to focus on allocated tasks and aware of service standards.</p> <p>Ability to effectively check the work of others supporting changes to ensure required service standards and deadlines are met.</p> <p>Ability to adapt well to change and service improvements.</p> <p>Able to support colleagues in other work areas to achieve outcomes.</p>		CV, references, interview, work experience
Communicating and influencing	<p>Able to seek and clarify detail.</p> <p>Able to build effective interpersonal relationships.</p> <p>Experience of providing advice on procedures to colleagues and external suppliers.</p> <p>Able to demonstrate own duties to other colleagues as required.</p> <p>Able to communicate in an appropriate manner to internal and external customers both verbally and in writing, providing excellent customer service.</p>		CV, references, interview, work experience

Other skills and behaviours	<p>Ability to follow instructions and perform duties to meet specified requirements including the meeting of time constraints.</p> <p>Keen to keep up to date with relevant developments and engage with the implementation of changes to contracts.</p> <p>Methodical, calm and clear-thinking under pressure.</p>		references, interview, work experience
Special requirements	May be required to work in a number of locations across the campus.		interview

## JOB HAZARD ANALYSIS

### Is this an office-based post?

<input checked="" type="checkbox"/> Yes	If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below.
<input type="checkbox"/> No	If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below. Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder.

## - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

ENVIRONMENTAL EXPOSURES	Occasionally (<30% of time)	Frequently (30-60% of time)	Constantly (> 60% of time)
Outside work			
Extremes of temperature (eg: fridge/ furnace)			
## Potential for exposure to body fluids			
## Noise (greater than 80 dba - 8 hrs twa)			
## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below:			
Frequent hand washing			
Ionising radiation			
<b>EQUIPMENT/TOOLS/MACHINES USED</b>			
## Food handling			
## Driving university vehicles(eg: car/van/LGV/PCV)			
## Use of latex gloves (prohibited unless specific clinical necessity)			
## Vibrating tools (eg: strimmers, hammer drill, lawnmowers)			
<b>PHYSICAL ABILITIES</b>			
Load manual handling			
Repetitive crouching/kneeling/stooping			
Repetitive pulling/pushing			
Repetitive lifting			
Standing for prolonged periods			
Repetitive climbing (ie: steps, stools, ladders, stairs)			
Fine motor grips (eg: pipetting)			
Gross motor grips			
Repetitive reaching below shoulder height			
Repetitive reaching at shoulder height			
Repetitive reaching above shoulder height			
<b>PSYCHOSOCIAL ISSUES</b>			
Face to face contact with public			
Lone working			
## Shift work/night work/on call duties			