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| Last updated: | March 25 |

**JOB DESCRIPTION**

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| Post title: | Procurement Officer | | |
| Academic Unit/Service: | Professional Services | | |
| Faculty: | Finance; Procurement | | |
| Career Pathway: | Management, Specialist and Administrative (MSA) | Level: | 3 |
| \*ERE category: | n/a | | |
| Posts responsible to: | Senior Category Manager | | |
| Posts responsible for: | None | | |
| Post base: | Office-based/Non Office-based (see job hazard analysis) | | |

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| Job purpose |
| Contribute to the Procurement Team providing robust and effective procurement advice and support to customers, suppliers and managers in accordance with internal and external requirements and regulations, including but not limited to letting contracts and implementing a wide range of supply, service, consultancy, research equipment and works procurement arrangements. |

| Key accountabilities/primary responsibilities | | % Time |
| --- | --- | --- |
|  | Undertake the day-to-day operational and technical aspects of tenders, quotations, further competitions, recommendation on contract awards, post contract award activity and management of contracts of wide variety of scales and complexity, ensure compliance with University Financial Regulations and Procurement Policy (and if applicable UK Procurement legislation). For complex requirements this is under the direction of a senior procurement professional. | 50 % |
|  | Carry out research on markets, supply chains and sector/national procurement best practice. Compiling, analysing and assisting in presenting data to inform day to day procurement approaches and to make recommendations to senior management or to enable senior management to make informed procurement decisions. | 10 % |
|  | Liaise with suppliers, stakeholders and purchasers to manage day to day operational and technical procurement matters and issues, managing procurement activities referring more complex issues to senior staff as required. Ensure increased benefits/value for money in terms of both cost and performance. | 15 % |
|  | Maintain procurement project records, relevant databases, registers and systems ensuring they are accurate and up to date. Regularly review the contracts database and category plans for contracts that are due to expire and take appropriate action to ensure continuity of service. Be efficient and accurate in the operation of electronic procurement systems to support procurement activities. | 15 % |
|  | Provide demonstrable evidence for all cost savings and efficiencies. | 5% |
|  | Such other similar duties required by Senior Category Manager. | 5% |

| Internal and external relationships |
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| The development of strong, trustworthy relationship with the internal Procurement team, members of University staff and external suppliers. Attendance at meetings and appropriate user groups. |

| Special Requirements |
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**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | Educated equivalent to achievement of HNC, A-Level, NVQ3 with proven work experience acquired in relevant roles and job-related training.  Relevant work experience in a Procurement Department.  Relevant experience of supporting contract management and tendering.  Knowledge of contract law and European Union public procurement regulations to ensure appropriate advice to customers and to achieve compliant and legal procurement arrangements. | Working towards MCIPS qualification  Relevant experience of OJEU tendering within a Public Sector organisation | Application / Interview  Application / Interview  Application / Interview  Application / Interview |
| Planning and organising | The post holder should be well organised and self-motivated. Must be able to demonstrate ability to plan and prioritise own workload in order to meet objectives |  | Application / Interview |
| Problem solving and initiative | Ability to analyse complex information and present logically  Ability to work with minimal supervision |  | Application / Interview  Application / Interview |
| Management and teamwork | Effective team working with the Procurement team in order to achieve the core objective of the department |  | Application / Interview |
| Communicating and influencing | Excellent & effective written and verbal communication is required  Excellent customer care skills in order to develop sound customer relationships.  Excellent interpersonal, influencing & negotiation skills for resolving supplier / contract issues, establishing / maintaining customer relationships and establishing / maintaining collaboration with other Universities and Public Sector organisations. |  | Application / Interview  Application / Interview  Application / Interview |
| Other skills and behaviours | Candidates will be expected to be IT literate and should be competent in the use of Microsoft Office packages, specifically Word and Excel. Experience of Project. | Knowledge of PowerPoint. | Application / Interview |
| Special requirements |  |  |  |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

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| 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. |
| 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.

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| **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 |  |  |  |
| **EQUIPMENT/TOOLS/MACHINES USED** | | | |
| ## 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) |  |  |  |
| **PHYSICAL ABILITIES** | | | |
| 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 |  |  |  |
| **PSYCHOSOCIAL ISSUES** | | | |
| Face to face contact with public |  |  |  |
| Lone working |  |  |  |
| ## Shift work/night work/on call duties |  |  |  |