## **Job Profile**

**Post: Procurement Officer**

**Job number: 0001KYZ**

**Reports to: Financial Services Manager**

**Hours:** **29.6 hours per week (0.8 fte)**

**Campus base:** Based at Bishop Otter Campus, Chichester, but required to work at any centre where University business is conducted that is within reasonable distance of the campus base.

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**Function of the Post:**

The Procurement Officer will support the University ensuring compliance with Procurement processes as well as financial and statutory legislation. The role will be the primary point of contact within the University for Procurement and will be required to engage with stakeholders across the University, supporting tender processes and advising on Procurement.

A key function of the post will be to develop and manage the contracts database, ensuring records are kept up to date and pending contract renewals are highlighted in a timely manner. The postholder will be responsible for supporting and educating University staff providing a responsive and professional service.

The role will lead on category management across the University to ensure value for money, cost savings and enhancements where possible.

The post is a key role within the Finance & Planning department, who will have close working relationships with the Purchase Ledger Manager, University legal team, budget holders and will be an active member of the Procurement Working Group as well as the main contact between the University and SUPC (Southern Universities Purchasing Consortium).

**Principal Accountabilities:**

* Provide an effective and efficient purchasing service to all University staff, responding to Procurement queries in a timely manner. Within the University and regulatory procurement frameworks, support colleagues across the University by providing advice and guidance to achieve successful, compliant purchasing decisions.
* Advise, administer and support the tender process from tender to award ensuring compliance with University financial regulations and statutory legislation. Ensuring that all contract and Procurement documentation is accurately recorded and managed centrally.
* Contribute to the continuous development and successful delivery of Procurement processes and purchasing management including development of the contracts database in liaison with the Financial Services Manager and Director of Finance. Conduct contract performance reviews and highlight contract renewal timelines in a timely manner.
* Co-ordinate training for key staff, raising awareness and supporting enforcement of Procurement processes and requirements.
* Analyse purchasing information and market conditions including analysis of supplier trends to identify efficiencies and possible savings, including via category management of spend. Provide demonstrable evidence for all cost savings and efficiencies, working with the Purchase Ledger Manager in the development of routine and custom reports in University finance systems (principally Unit4 ERP).
* The postholder will be the key day to day contact in conjunction with the Financial Services Manager between the University and SUPC (Southern Universities Purchasing Consortium), ensuring we maximise opportunities from our membership and establish a network of sector procurement professionals.
* Provide and present Procurement information, analysis and reporting to Procurement Working Group to inform fact-based decisions.
* The post holder will keep up to date with latest national requirements and guidance, ensuring Procurement Working Group are briefed in timely manner and that appropriate staff are aware of key issues.

**Teamwork**

* Understand and actively embrace the University’s distinctive sensibility, the qualities, values and characteristics expected of everyone working for the University.
* Act as a responsible team member, leading where agreed, and develop productive working relationships with other members of academic and professional services staff.
* Contribute to and/or lead on team and departmental meetings, training and/or committees internally or externally.
* Contribute to the development of new systems and procedures.
* Work with colleagues and students to sustain and strengthen an inclusive, supportive, caring and authentic learning community.

**Other duties:**

You are required to undertake such other duties appropriate to the grade and content of the work as may reasonably be required of you. The list of duties in this job profile should not be regarded as exclusive or exhaustive and require a flexible approach to work.  Please note that, in consultation with you, the University reserves the right to update your job profile to reflect changes in, or to, your post.

**Equality, Diversity & Inclusivity**

* Take responsibility for upholding and complying with the University’s Equality, Diversity and Inclusivity policies and for behaving in ways that are consistent with fair and equal treatment for all.
* Take responsibility for own learning and engagement with equality issues and actions and consider the impact of their actions to ensure that they do not have a detrimental effect on achieving equality of opportunity.

The University believes that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued and respected.  The University is committed to eliminating any form of discrimination be it direct, indirect, harassment or victimisation, and to support this the University has a number of policies that staff should ensure they are familiar and compliant with.  All policies are available on the University’s Intranet.  Any breaches may lead to termination of employment.

**Health and Safety**

Take responsibility for ensuring that workplace responsibilities within the University are carried out with full regard to, and in support of, the University’s Health and Safety policies.  This might include acting as Health and Safety Co-ordinator, Fire Warden, Risk Assessor, First Aider or other Health and Safety Representative.

**Sustainability and Environment**

The University is fully committed to sustainable development and environmental initiatives.  It accepts its environmental responsibilities and recognises the contributions it can make to the resolution of global, regional and local environmental issues.  The University will continuously seek to improve its environmental performance and will comply, as a minimum, with all relevant environmental legislation, regulations and codes of practice.  All staff are required to support the aims of the University's Environmental & Sustainable Development Policy.

**Data Protection**

You will be responsible for ensuring that workplace responsibilities, within the department, are carried out in compliance with the requirements of the Data Protection legislation and the Employment Practices Data Protection Code 2002, especially concerning confidentiality, treatment of personal information and records management.

**Right to Work**

The current British and European Law states that the University cannot employ a person who does not have permission to live and work in the UK. Immigration guidance information is available at <https://www.gov.uk/guidance/new-immigration-system-what-you-need-to-know>. All new employees will need evidence of their right to work including evidence of settled status, pre-settled status or a valid visa.

**Disclosure Service Certification from the Disclosure and Barring Service**

University staff may be required to hold Disclosure Service certification from the Disclosure and Barring Service (DBS). The University is a registered body with the Disclosure Service, reference number 20537300005. Further information about the Disclosure and Barring Service is available from the DBS website at <https://www.gov.uk/government/organisations/disclosure-and-barring-service>.

**Principal Attributes and Person Specification:**

**Essential** requirements are those, without which, the candidate would not be able to do the job. It is expected that the post holder will have the knowledge and qualifications indicated, or equivalent qualifications and experience.

**Desirable** requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

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|  | **Essential** | **Desirable** | **Evidenced through** |
| **Knowledge and Qualifications** | Degree or demonstrable relevant work experience in a similar role.  Proven knowledge of Public Procurement legislation. | Relevant professional qualification - MCIPS (Chartered Institute of Purchasing and Supply) or working towards.  Experience and knowledge of higher education sector. | Application/CV  Documentary Evidence |
| **Skills** | Ability to develop strong, trustworthy relations with both internal colleagues (end users and academics) and external customers (suppliers).  Proven excellent communication skills at all levels.  Good interpersonal skills. Strong administrative, organisational and time management skills.  Excellent spreadsheet and database skills.  High levels of accuracy and attention to detail and the ability to successfully coordinate and prioritise workload. | Experience with Unit4 Business World/Unit4 ERP.  Experience in using SharePoint.  Proven presentation skills.  Ability to maintain productive professional networks. | Application/CV  Interview  References/ |
| **Experience** | Experience of dealing with a high volume of tasks and competing deadlines.  Proven experience of running and manging tendering processes.  Experience of category and supplier management. | Experience of delivering value for money Procurement.  Experience of Procurement within the HE sector.  Making judgements involving complex situations, analysing options and facts to reach a recommendation. | Application  Interview  References |
| **Personal attributes** | High standards of customer service with a proactive, flexible, helpful and confident approach.  Able to work on own initiative as well as part of a team.  Diplomatic and able to exercise tact and discretion.  Understand and actively embrace the University’s distinctive sensibility, the qualities, values and characteristics expected of everyone working for our University. |  | Interview  References |

**Salary Grade: 9**

**Date profile is raised: January 2022**

**Skilled Worker Route SOC code: 3541**