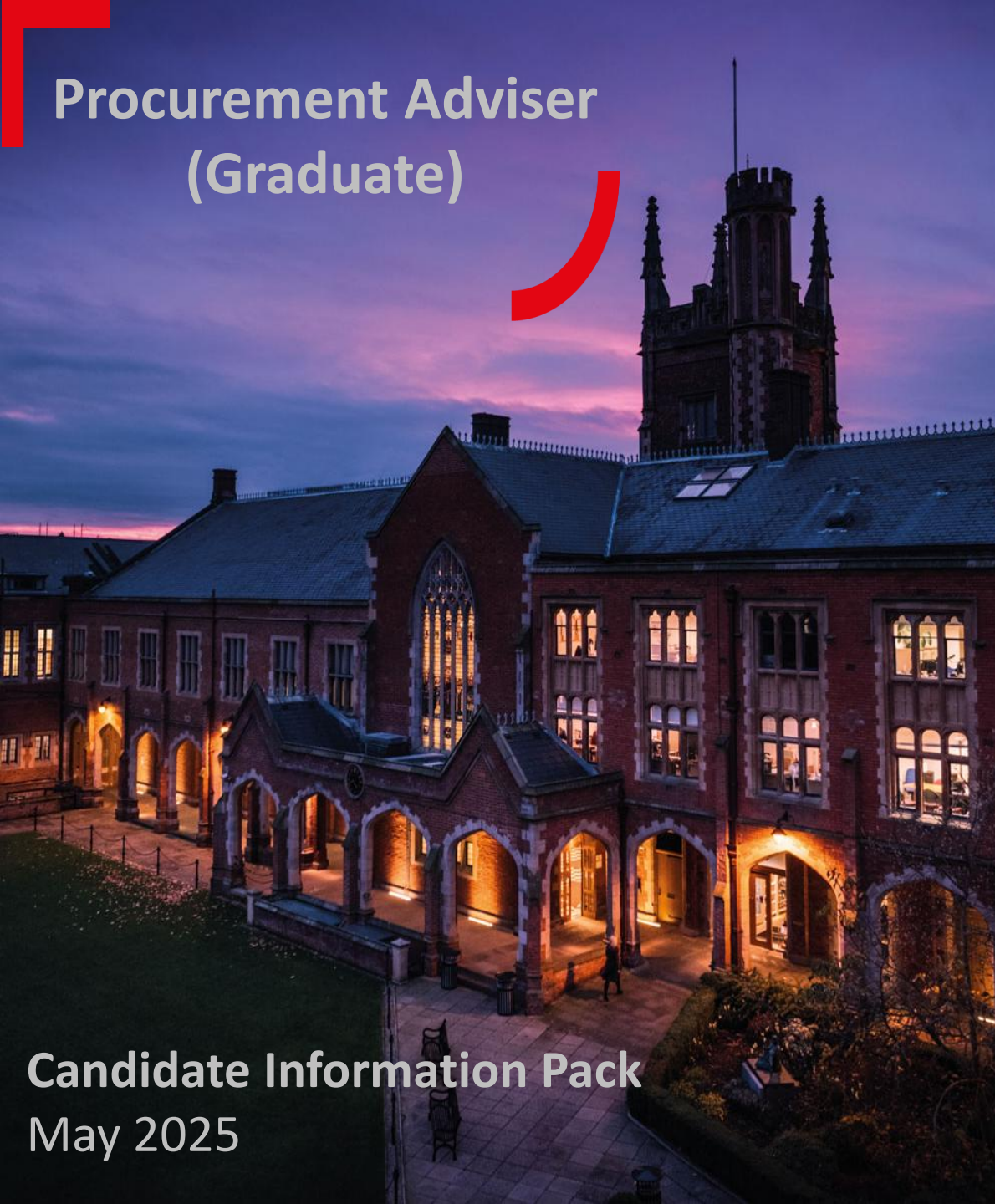


Procurement Adviser (Graduate)



What is Procurement?

“Procurement and supply management involves buying the goods and services that enable an organisation to operate in a profitable and ethical manner”.



Candidate Information Pack
May 2025

Salary and Benefits – What's in it for you?



**Excellent Salary
£30,108**



**Funded Professional
Qualifications – Chartered
Institute of Procurement
and Supply (CIPS)
level 4 & 5**



**A role that delivers real
action to improve the
world in which we and
future generations will live**



**42 leave days per year which
includes 9 Bank Holidays,
10 closure days (based on 5 days at
Easter and 5 days at Christmas)**

Rewards & Benefits



**Support for health & mental
Wellbeing**



**Training: Range of staff
development programmes and
free courses e.g. using
LinkedIn Learning**



**1,500 staff
discounts including at
Queen's Film Theatre,
Queen's Sport and Language
courses**

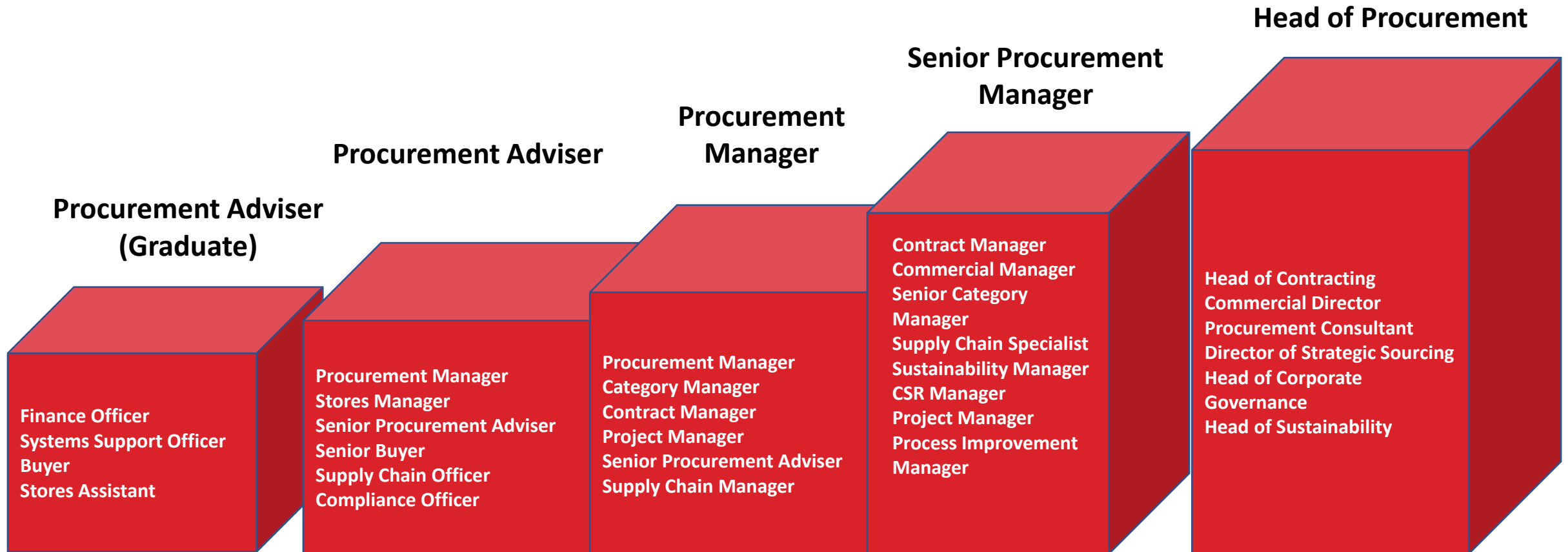


Excellent Pension schemes

The potential, where could it take me?



- ✓ The unique combination of on-the-job training and academic learning offered will allow you to develop a highly transferable skill set and build a strong foundation for a successful career anywhere you want to go, around the globe and in any sector.



The Role

Procurement activities to support one of the leading Universities in the UK and Ireland. The role provides critical support to the delivery of strategy and supports a high performing procurement team.

Procurement is more than purchasing. It is a long-term approach to acquiring goods and services, which involves a strategic process of sourcing suppliers, negotiating, contract management and supplier development. Whereas purchasing involves mainly reactive and transactional activities.

You will be provided the unique opportunity to hone your skills and knowledge obtained in you CIPS course by managing your own work portfolio. You will also manage a range of procurement projects and operational requirements under the guidance of professional procurement staff.

Key activities will include:

- Support a programme of sustainable procurement which links directly to action on the UN Sustainable Development Goals.
- Supporting the sourcing process for a wide range of procurements, including market engagement, developing procurement strategies, supporting negotiations, evaluating tenders and drafting contracts.
- Undertaking contract management actions and monitoring supplier performance and managing relationships.
- Researching and applying policy and legal requirements.
- Providing procurement advice and guidance to internal and external stakeholders including training sessions.
- Conduct spend analysis and price benchmarking and produce targeted annual spend plans.

