



Candidate Information

Position:	Procurement Adviser
School/Department:	Finance
Reference:	24/111719
Closing Date:	Monday 25 March 2024
Salary:	£32,024 - £36,744 per annum
Anticipated Interview Date:	Thursday 11 April 2024
Duration:	Permanent

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. Responsible for the delivery of procurement/commercial contracts within the allocated timescales for specific areas.
2. 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; and
 - managing the implementation of resultant contract awards and advising on, or assisting with, the contract management process.
3. 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.
4. Ensure procurement policy is applied appropriately to requisitions and purchase orders referencing the correct contract details.
5. 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.
6. Provide advice and guidance on procurement and concession processes.
7. 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.
8. 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.
9. Keep appraised of and apply updates and changes in procurement and concession legislation.
10. Line manage and supervise staff to ensure the successful delivery of a professional procurement function.

ESSENTIAL CRITERIA:

1. *CIPS Level 4 Diploma in Procurement and Supply or equivalent OR;
Have or be working towards a Relevant Honours or Higher Degree (i.e. in procurement or supply chain management).
2. *Recent relevant experience within the procurement function or commercial function of an organisation.
3. *Working knowledge of public procurement legislation e.g. UK Public or Utilities Contracts Regulations.
4. *Experience of successfully planning and managing procurement activities.
5. Knowledge and experience of procurement function policies and processes.

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.
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 and face to face meetings e.g. Purchasing Consortia meetings and training as required.

DESIRABLE CRITERIA:

1. CIPS Level 5 Advanced or Level 6 Professional Diploma in Procurement and Supply or equivalent.
2. Substantial relevant experience within the procurement or commercial function of an organisation.
3. Awareness of Northern Ireland Public Procurement Policy (NIPPP).