



Candidate Information

Position:	Procurement Adviser (Graduate)
School/Department:	Finance
Reference:	24/111856
Closing Date:	Monday 20 May 2024
Salary:	£28,539 per annum
Anticipated Interview Date:	Monday 10 June 2024
Duration:	2 Years

JOB PURPOSE:

Joining an award-winning procurement team as a graduate you will provide procurement support services to the University with the guidance of the professional procurement team. It is expected that for the first few months the post holder will work closely with line management to gain a good understanding of processes and systems, after which the post holder will be expected to conduct the duties set out and will have responsibility for managing their own work portfolio.

The post-holder benefits from funding that will be provided for the Chartered Institute of Procurement and Supply (CIPS) Level 4 and Level 5 qualifications.

The duration of the contract is 2 years fixed term. There are currently 2 posts available.

MAJOR DUTIES:

1. Manage portfolio of work which includes a range of procurement projects and operational requirements under the guidance of professional procurement team members. Key activities are listed below:
2. Provide guidance to University staff members in relation to all procurement matters such as systems, processes and policy.
3. Taking the lead day-to-day on:
 - Solving end user challenges
 - Resolving supplier issues
 - Ensuring that processes and policy requirements are followed and understood
 - Reviewing requisitions for accuracy and compliance.
4. Take the lead on market engagement to identify innovative and environmentally sustainable solutions that includes direct carbon reduction action.
5. Initiating, preparing and managing tender/quotation exercises through to contract award, in compliance with procurement processes, UK legislation and that consider the UN Sustainable Development Goals.
6. Manage contracts and record supplier performance through service level agreements and key performance indicators.
7. Produce, analyse, report on and create action plans for supplier spend. Implement plans which result in competitively tendered spend categories, cost reductions and process efficiencies.
8. Conduct benchmarking and make recommendations to provide savings and improve processes.
9. Develop and improve procurement systems and data analysis through the use of digital solutions e.g. Office 365.
10. Prepare documentation and management information for stakeholder meetings, participating and leading meetings, tracking, and ensuring that procurement actions are completed in a timely manner.
11. Organise and prepare agendas and minutes, follow up correspondence and other administrative requirements.
12. Allocate and supervise delegated work to ensure customer needs are met to a high standard. Managing and leading staff may be a requirement of this role as is meeting business objectives for self and others.
13. Work collaboratively to develop a comprehensive knowledge of the range of activities carried out by colleagues in the same area of responsibility and deputise as required.

14. Provide support in the development and implementation of initiatives, strategies, projects and Directorate roles. E.g. contribute to and organise events and working groups such as wellbeing, staff forum, people programmes, H&S, carbon reduction, digitisation etc.
15. Conduct PCard transactions and support the management of the PCard system.
16. Assist with web and internal staff page updates, development and maintenance when requested.
17. Apply the core values and professional standards of the University and demonstrate the additional Finance Directorate core value 'Resourcefulness'.
18. Complete mandatory and ethical training annually.
19. Carry out any other duties, which are appropriate to the post as may be reasonably requested.

ESSENTIAL CRITERIA:

1. *Must hold a Bachelor's degree (minimum 2:2). Candidates who are on track to achieve an undergraduate degree (minimum 2:2) in any subject may also apply. The successful candidate will be expected to provide evidence of their classification or expected classification before appointment.
2. A confirmed interest in pursuing a career in procurement / contracting is crucial.
3. *Ability to work independently and as part of a team.
4. *Experience in planning and organising tasks to meet deadlines.
5. *Experience of finding suitable solutions to problems and issues.
6. *Ability to plan and organise workload in an efficient manner to meet standards and deadlines.
7. Excellent written communication skills.
8. Excellent oral communication skills.
9. Ability to present to others.
10. Resourcefulness, resilient, grounded and calm.
11. Aligned to the University Core Values (Integrity, Connected, Ambition, Respect, Excellence).
12. Empathetic whilst able to manage expectations.
13. Positive, enthusiastic and flexible.
14. Must be able to travel independently.
15. At the time of appointment the applicant must have a right to work in the UK visa in place for the duration of the contract. The programme is estimated to complete in October 2026.
16. Must be able to start full time within 4 weeks of job offer acceptance.
17. Must be willing to undertake CIPS Level 4 and Level 5 via self-study (in own time) and in accordance with the Procurement Adviser (Graduate) training terms and conditions.
18. Agreement to fund the CIPS student membership fee of £187 on an annual basis whilst undertaking CIPS qualifications. Queen's will pay for the CIPS course and exam fees.
19. Fixed term for 2 years – there is no guarantee of full-time employment at the end of the contract.
20. 3 days onsite as a minimum with agreement to come onsite if requested to do so on any given day.

DESIRABLE CRITERIA:

1. Experience of managing a project.
2. Experience of customer services.
3. Ability to analyse and interpret financial data to produce reports.

ADDITIONAL INFORMATION:

The applicant must demonstrate the criterion highlighted with (*) at application stage in order to be invited to interview.

Queen's University reserve the right to limit the number brought to interview.

A reserve list may be produced for this competition.