

## Candidate Information

**Position:** Senior Procurement Manager  
**School/Department:** Finance  
**Reference:** 24/112021  
**Closing Date:** Monday 1 July 2024  
**Salary:** £46,497 - £57,141 per annum

### JOB PURPOSE:

A member of the Procurement Team accountable for leading and managing procurement in allocated areas to meet institutional objectives. With internal customer service at the forefront, the post-holder will manage procurement programmes of work taking account of all aspects of social value. Delivery of professional procurement services which places contracts with value for money and sustainability at the core.

### MAJOR DUTIES:

1. Take the lead in delivering procurement solutions, including all aspects of the procurement cycle from pre-market engagement, development of tender documents to contract delivery in accordance with the applicable legislation and policy.
2. Lead the implementation of contracts to ensure the application of contract and cost management.
3. Provide contract management advice, training, and systems to support others in the measurement and control of contract performance, costs, and sustainability commitments.
4. Take forward leading-edge sustainable procurement practices.
5. Make recommendations regarding sustainable procurement in specifications, selection and evaluation criteria and terms and conditions of contract.
6. Support through procurement approaches the United Nations Sustainable Development Goals (SDGs) and strategic organisational priorities.
7. Identify and manage risks which impact procurement.
8. Monitor and manage supply chain risks including supply chain costs.
9. Embed and action supply chain risk mitigation measures and cost controls.
10. Lead projects and task groups and report progress to committees and boards.
11. Lead and participate in Directorate and University wide initiatives.
12. Ensure that professional standards of service are maintained throughout area of accountability.
13. Manage team resources and systems to meet customer demand.
14. Co-ordinate own team and work with peers to ensure service quality, efficiency, and continuity.
15. Deputise for other Procurement staff and/or covering the duties where necessary.

### ESSENTIAL CRITERIA:

1. \*Qualified (Professional Full Member Level 6) of the Chartered Institute of Procurement and Supply (MCIPS) or equivalent.
2. \*Significant relevant professional procurement experience.
3. \*At least two years' relevant experience in a regulated procurement environment.
4. \*Professional working knowledge of regulated and policy-controlled procurement.
5. \*Demonstrable excellence in leading over legal threshold procurements through the full procurement cycle.
6. \*Demonstrable experience of taking the lead and co-ordinating stakeholder engagement.
7. Knowledge of sustainability and social value in procurement and how to reflect relevant sustainable objectives in contracts.
8. Excellent ability to communicate with, and relate to others with empathy, at all levels.
9. Ability to lead a team with clarity in relation to goals and targets.
10. Excellent written skills with a well-developed analytical approach to developing and reviewing documentation and record keeping that meets funder and or legal requirements that are robust under audit scrutiny.

11. Integrity - Ability to lead by example in an honest and open manner. Ability to deliver on promises, being professional by applying appropriate codes of conduct and being accountable for action by self and team members.
12. Resourcefulness – Ability to find ways to collaborate with colleagues to deliver solutions that reduce costs and achieve success within required timescales.

**DESIRABLE CRITERIA:**

1. Flexible and resilient to business change with an aptitude for learning and adapting to new tasks, technology and types of work.
2. Strong teamworking ethos and experience building team performance and developing people.
3. Experience in leading and managing deadline driven procurement projects or programmes.
4. Excellent customer service skills.
5. Other relevant professional qualification.

**ADDITIONAL INFORMATION:**

informal enquiries can be directed to Jacqueline Glackin - [j.glackin@qub.ac.uk](mailto:j.glackin@qub.ac.uk)