

Candidate Information

Position: Procurement Adviser
School/Department: Finance
Reference: 25/112430
Closing Date: Monday 3 March 2025
Salary: £30,948-£35,492 per annum
Anticipated Interview Date: Thursday 20 March 2025

JOB PURPOSE:

Provide professional procurement services to the University and ensure compliance with policy and procedures. Key liaison with the Nominated Buyer and PCard network, conducting training, communications, and review points. Conducts analysis and recommends changes and improvements to systems and processes.

MAJOR DUTIES:

1. Manage the Nominated Buyer and PCard groups and provide advice regarding procedure, policy, contracts, and pricing information.
2. Maintain centralised templates, team standard operating procedures, how to videos and guidance. Checks on the application of these procedures.
3. Support all areas with requisition and tendering activities. This includes calling from framework agreements and approving requisitions.
 - Analysing expenditure
 - Providing effective procurement planning
 - Initiation and production of tender documentation
 - Guiding tender panels
 - Leading the evaluation and scoring of tender submissions
 - Managing post tender meetings and clarifications
 - Managing the implementation of contracts.
4. Maintain and review price files for and developments of the eMarketplace platform.
5. Manage the PCard system including supplier management and communications with PCard users and stakeholders.
6. Provide quality assurance regarding compliance with procurement policy and processes. Prepare for and facilitate procurement audits and produce key reports.
7. Support the management of contracts including the management of supplier review meetings and data analysis. Support the implementation of contracts and third-party systems roll outs.
8. Provide regular reporting on the performance of systems and processes through meaningful management information linked to key performance indicators.
9. Co-ordinate the annual schedule of procurement training. Lead the creation of new training and maintenance of existing training materials.
10. Provide administrative support to relevant committees and contract meetings. Support Directorate wide people initiatives and other Directorate related roles e.g. H&S.
11. Line manage staff (where required) and supervise the delegation of work.

ESSENTIAL CRITERIA:

1. *Holds or can demonstrate currently working towards a CIPS Diploma in Procurement and Supply (Level 4).
2. *Relevant Experience in a role which undertakes analysis / interpretation of data and the checking of processes undertaken by internal clients or customers.
3. *Experience of purchase orders and/or tendering activities, including finding solutions to customer queries.

4. *Experience of providing guidance, and support to others reporting and highlighting relevant information and opportunities.
5. *Experience of using and competency in Office software packages, including MS Office (Word, Excel, PowerPoint and Outlook) to an intermediate level. E.g. ability to develop, maintain and report via complex excel spreadsheets.
6. Ability to adapt/transfer skills to use modern technology and apply curiosity through self-learning e.g. to systems and processes for improvement Power BI, AI, and automation etc.
7. Excellent interpersonal and communication skills, including the ability to persuade and organise others.
8. Analytical and critical thinking skills are required e.g. analysing reports, understanding and interpreting statistical data etc.
9. Self-management and time management skills with an ability to plan and organise activities and events.
10. Ability to use initiative, judgement and make effective decisions.
11. Ability to communicate effectively on all levels.
12. Literacy skills with demonstrable ability to produce written reports and deliver effective oral presentations and positional updates.
13. Ability to present to and train others.
14. Ambition - Forward thinking with a powerful desire to be the best. Self-motivated to achieve individual and team objectives. Demonstrable commitment to continuing professional development.
15. Integrity - Ability to lead by example in an honest and open manner. Ability to deliver on promises, being professional, responsible, and accountable.
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 and has excellent people skills. A collaborator that respects the value of others.
18. Have a willingness to keep up-to-date the CIPS required standard of Continuous Professional Development and to undertake CIPS Level 5.
19. May be required to travel to attend events.

DESIRABLE CRITERIA:

1. *Holds or can demonstrate working towards a CIPS Advanced Diploma in Procurement and Supply (Level 5) or equivalent.
2. *Knowledge of procurement systems, processes, policies and procedures.
3. *Experience of training staff
4. *Experience of managing a PCard system.
5. *Experience of procure-to-pay (P2P) software.
6. *Knowledge of procurement of IT software, consumables or systems.

ADDITIONAL INFORMATION:

Informal Enquiries to Fei Toh: f.toh@qub.ac.uk