

# Job Description Template

## Associate Procurement Manager

### Procurement

Finance, Planning & Procurement



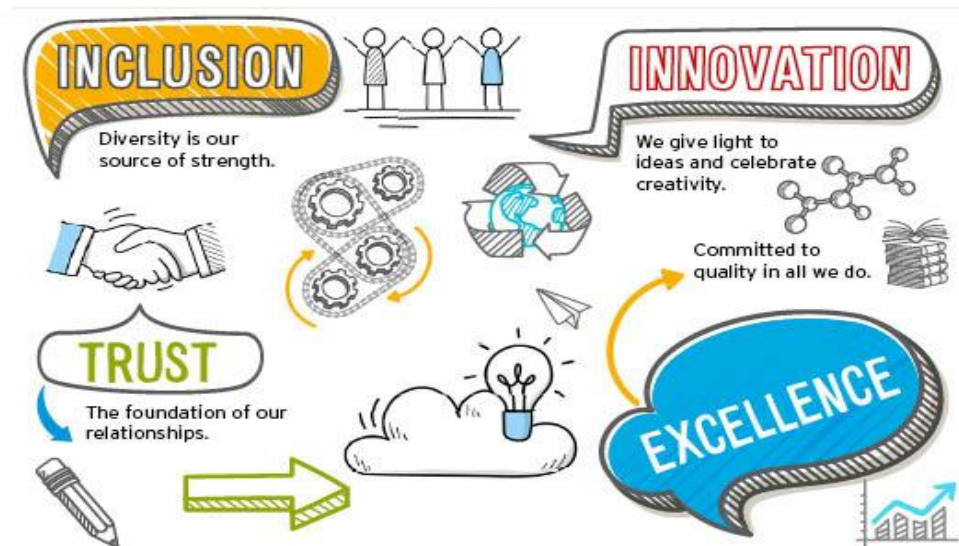
## Brief summary of the role

Role title:	Associate Procurement Manager
Grade:	8
Faculty or Directorate:	Finance, Planning & Procurement
Service or Department:	Procurement
Location:	City Campus
Reports to:	Procurement Manager
Responsible for:	none
Work pattern:	36.25hrs Mon to Friday

## About the University of Bradford

### Values

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion part of everything we do – from how we build our curriculum to how we build our workforce. It is the responsibility of every employee to uphold the university values.



### Equality, Diversity, and Inclusion (EDI)

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion at the heart of everything we do.

We foster a work environment that's inclusive as well as diverse, where staff can be themselves and have the support and adjustments to be successful within their role.

We are dedicated to promoting equality and inclusivity throughout the university and have established several networks where individuals can find support and safe places fostering a sense of belonging and acceptance. We are committed to several equality charters such as Athena Swan, Race Equality Charter, Disability Confident and Stonewall University Champions Programme..

## Health, safety, and wellbeing

Health and Safety is a partnership between employee and employer each having responsibilities, as such all employees of the University have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions.

It is the responsibility of all employees that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

Managers should note they have a duty of care towards any staff they manage; academic staff also have a duty of care towards students.

All colleagues will need to ensure you are familiar with any relevant Health and Safety policies and procedures, seeking advice from the Central University Health and Safety team as appropriate.

We are registered members of the University Mental Health Charter. This visibly demonstrates our commitment to achieving cultural change in student and staff mental health and wellbeing across the whole university, whilst supporting the vision of our People Strategy to create a culture and environment of transformational diversity, inclusion and social mobility, creating a place where our values come to life and are evident in our approach.

## Information governance

Employees have a responsibility for the information and records (including student, health, financial and administrative records) that are gathered or used as part of their work undertaken for the University.

An employee must consult their manager if they have any doubts about the appropriate handling of the information and records with which they work.

All employees must always adhere to data protection legislation and the University's policies and procedures in relation to information governance and information security.

Employees will be required, when and where appropriate to the role, to comply with the processing of requests under the Freedom of Information Act 2000.

## Criminal record disclosures and working with vulnerable groups

Depending on the defined nature of your work and specialist area of expertise, the University may obtain a standard or enhanced disclosure through the Disclosure and Barring Service (DBS) under the Rehabilitation of Offenders Act 1974.

All employees of the University who have contact with children, young people, vulnerable adults, service users and their families must familiarise themselves, be aware of their responsibilities and adhere to the University's policy and Safeguarding Vulnerable Groups Act 2006.

The University is committed to protect and safeguard children, young people and Vulnerable Adults.

Suitable applicants will not be refused positions because of criminal record information or other information declared, where it has no bearing on the role (for which you are applying) and no risks have been identified against the duties you would be expected to perform as part of that role.

## Role holder: essential and desirable attributes

### Qualifications

<b>Essential</b>	<ul style="list-style-type: none"> <li>• GCSE English and math's or equivalent qualification</li> <li>• Level 4 qualification in Chartered Institute of Purchasing and Supply or relevant experience</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Degree or full membership to the Chartered Institute of Purchasing and Supply</li> <li>• Project Management qualification</li> </ul>

### Experience, skills, and knowledge

<b>Essential</b>	<ul style="list-style-type: none"> <li>• Experience of leading procurement projects in a large and complex organization</li> <li>• Knowledge of public sector procurement legislation and regulations, and of procurement financial procedures and policies</li> <li>• Experience of dealing with a wide range of people, identifying, and dealing with their queries in a professional manner</li> <li>• Strong analytical skills and proven problem solving skills</li> <li>• Good level of computer literacy and high degree of competency in Windows software with experience of</li> </ul>
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	<p>ERP/Finance systems</p> <ul style="list-style-type: none"> <li>• Ability to work flexibly and cooperatively within a team and maintain good working relationships</li> <li>• Knowledge of contract law and ability to manage contractual matters</li> <li>• Clear written and oral communication skills with the ability to understand, explain and give advice on policy, processes and procedures</li> <li>• Accuracy and a high level of attention to detail</li> <li>• Ability to work efficiently and under pressure, to plan and organise own workload and manage conflicting deadlines without supervision</li> </ul>
<p><b>Desirable</b></p>	<ul style="list-style-type: none"> <li>• Experience of a wide range of procurement quote and tendering solutions</li> <li>• Experience of tendering within a cross functional team</li> <li>• Experience of Delta e-Sourcing system</li> <li>• Experience of E5 Financial Business Services system</li> <li>• Experience of supplier management</li> <li>• Proven ability to independently manage a suite of contracts and tenders using own initiative</li> <li>• Experience of collaborative procurement</li> </ul>

Personal attributes

<b>Essential</b>	<ul style="list-style-type: none"><li>• Be a proactive team player</li><li>• Ability to question and challenge, and deliver tough messages</li><li>• Capacity to work to tight deadlines and often conflicting priorities.</li><li>• Tact, confidentiality, and discretion</li><li>• Commitment to Equality &amp; Diversity</li><li>• Commitment to own personal &amp; professional development</li><li>• Be able to work on own initiative.</li></ul>
<b>Desirable</b>	<ul style="list-style-type: none"><li>•</li></ul>



## Main purpose of the role

Reporting directly to the Associate Director of Procurement, the postholder is responsible for the attainment of value for money on a diverse portfolio of strategic tenders, contract management and procurement related projects across a range of expenditure categories.

Work as part of a team to deliver complex projects and ensure that project delivery and benefits realisation is properly maintained and recorded.

Provide expert knowledge and advice on university procurement related policies, financial regulations and public procurement directives in the delivery of best practice and compliance.

Responsible for driving greater value for money from a proactive, engaging and innovative approach to procurement, Advising stakeholders on the most appropriate route to market to deliver a visible impact on service design and strong commercial outcomes.

Manage effective relationships with senior managers, internal stakeholders and key suppliers to meet customer needs.

## Main duties and responsibilities

1. Manage tender workplan from identification of need through to contract award, to include commercial procurement techniques and procedures in the delivery of best value procurement solutions.
2. Proactive cross-functional team engagement with technical leads in faculties and directorates in the process of the tender program and ongoing contract management, to ensure optimal vendor performance and continuous improvement, via a range of SLAs and KPIs.
3. Ensure the tender process complies with good purchasing practice, which includes providing advice and support on the University's financial procedures, current public procurement regulations.
4. Motivate and influence stakeholders at all levels, working with contract owners to manage supplier performance and deliver agreed goals and objectives, including cost reduction targets, to support the delivery of the procurement strategy and objectives.
5. Using the relevant systems for reporting and data interrogation, research, analyse and present information in different formats and to different audiences.
6. Use available software and computerised systems in-line with best practice.
7. Promote corporate contracts and framework agreements that represent best value, reducing off-contract spend to a minimum where appropriate and



- disseminating the type and quality of information to all staff in the University so that the contracts are effective and that contracts prices are current.
8. Coach and mentor the Procurement Coordinators in BAU procurement program, and to provide advice and guidance to support self-directed learning and development within the team.
  9. Responsible for the delivery of social value from procurement projects in line with agreed policy and promote awareness of sustainable and ethical value to improve the University's sustainability profile.
  10. Abide by an ethical code of practice as defined in the University's purchasing procedures.
  11. Ensure that the University's contracts register is up to date with the contracts that fall within the projects for which you are responsible and that savings arising out of these contracts are recorded.
  12. Represent the University at Regional and National HE commodity purchasing groups and specialist project groups, in collaborative consortia arrangements and in non-HE collaborative community days and forums.
  13. Work as part of the Procurement team in respect of cover during holidays etc.
  14. Ensure continuous personal professional development is maintained in respect of procurement best practice and statutory requirements.