

**University of
Northampton**

**Buyer & Procurement
Compliance Officer
Job Description**

UoN

Job Title: Buyer and Procurement Compliance Officer

Grade: 6

Responsible to: Procurement Manager

Overall Purpose

The overall purpose of the post is to support the Procurement Manager implement and deliver the procurement strategy, purchasing in excess of £45 million of non-pay expenditure across the University.

The post holder will be responsible for providing the tactical and transactional direction for University procurement whilst achieving best value for money, encouraging sustainable procurement and enabling social enterprise engagement in the procurement process. They will also be responsible for delivering process efficiencies, cost reduction, cost avoidance and internal and external collaboration whilst ensuring compliance to University and prevailing Public Contracts Regulations.

The post holder will support the Procurement Manager in leading and facilitating the strategic development of procurement best practice within the University.

Principal Duties and Responsibilities

- Use extensive expertise, professional networking and focused research into best practice to evolve the procurement strategy to meet the University's strategic, tactical and operational objectives.
- Support the Procurement Manager to provide strategic leadership to the procurement function and continuously improve the institution's procurement processes and transaction handling in line with regulations and recognised best practice.
- Ensure that the University Financial Regulations, statutory compliance and Public Contracts Regulations are applied across the University. Provide advice and guidance to internal stakeholders to ensure understanding and compliance with University financial procedures.
- Manage the tender process including those carried out under Public Contracts Regulations. Advise and assist stakeholders in the evaluation of tender responses, negotiation of terms and supplier selection. Achievement of best value and regulatory compliance are critical requirements of a successful outcome for the post holder.
- Preparation of management information for the Procurement Manager and senior managers on procurement performance and delivery against targets. Analyse and identify any areas of concern and/or opportunity and formulates recommendation proposals for consideration.

- Attend relevant University meetings and external Procurement Consortium to present and discuss the Procurement performance, reporting and sharing sector best practice.
- Build sound working relationships with internal stakeholders and Senior Management in order to offer CIPS professional advice on Procurement activity.
- Support the Procurement Manager with the implementation of University procurement strategy, encouraging sustainable procurement practices and encouraging where appropriate the use of relevant Social Enterprises in the procurement of University goods, products and services.
- Ensure the application of Value for Money practices and processes in procurement and report regularly on the level of achievement.
- Collaborate with trade bodies, professional institutions, government departments and other third parties relevant to the University's sourcing and procurement activities to ensure that the University's needs are met to procurement principals and disciplines: Quality, Cost, Delivery, Innovation, Service and Social Impact (Q.C.D.I.S.SI).
- Ensure that internal stakeholders undertaking procurement activities are adequately trained and that awareness and understanding of best practices are enforced across the University's business operations.
- Manage the University Category Management process, key supplier relationships and conduct negotiations to ensure they deliver best value during the duration of the contract.
- Manage Supplier Measurement Scorecard meetings with key suppliers managing contracts and supplier performance.
- To analyse and escalate any perceived conflicts of interest or other issues to the Procurement Manager and Director of Finance and Planning.
- Undertake other duties as required commensurate with the general nature and grading of the post.
- Manage day-to-day procurement operations, including issuing purchase orders, ensuring timely order fulfillment, and maintaining accurate procurement records.

Generic Duties and Responsibilities

- The post holder will be expected to undertake other responsibilities and tasks as reasonably requested by the Procurement Manager and/or the Director of Finance.
- Represent and deputise for the Procurement Manager and provide effective support for the Procurement team.
- The post holder will be responsible and accountable for ensuring all employment legislative requirements are adhered to including equality and diversity and health and safety issues.
- The job description may be altered at any time in the future in line with the level of the post to meet changing institutional requirements, but only in full consultation with the post holder.

Person Specification

Please ensure that your application statement provides clear and specific examples to illustrate how you meet each essential criterion. Applicants that fail to do so will not be shortlisted.

Criteria	Essential / Desirable	Assessment Methods
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Qualifications

1	CIPS (Level 3 minimum)	Desirable	Application
2	Educated to A Level standard or equivalent	Desirable	Application

Skills, Knowledge and Experience

3	Comprehensive working experience within a procurement environment	Desirable	Application Interview Presentation
4	IT literate to include office software, specifically Excel, e-Tendering and Contracts Database software	Essential	Application Interview
5	Proven ability to negotiate at all levels	Essential	Interview
6	Working experience of Public Contracts Regulations 2015 (PCR 2015)	Essential	Interview Presentation
7	Working experience within a fast paced, dynamic, results orientated environment	Essential	Application Interview

Personal Qualities

8	Ability to develop collaborative relationships across teams and with customers	Essential	Application Interview
9	Ability to communicate effectively through verbal and written forms with excellent interpersonal and presentation skills	Essential	Application Interview Presentation
10	Ability to adapt to organisational change and workplace or teaching technological advances	Essential	Interview
11	Good attention to detail	Essential	Interview Presentation
12	Good organisational skills	Essential	Interview Presentation
13	Excellent time management skills	Essential	Interview Presentation

14	Integrity and professionalism, demonstrating a commitment to ethical standards, confidentiality, and the University's values of inclusivity, trust, sustainability and aspiration	Essential	Application Interview
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