

PROCUREMENT SPECIALIST

DIRECTORATE OF FINANCE & PROCUREMENT

Closing date: 7 November 2021

Interview date: To Be Confirmed

Reference number: FIN102A



Version: Jul21

INTRODUCTION

An exciting opportunity has arisen for the role of Procurement Specialist sitting within the university's Procurement Team within Finance & Procurement Directorate.

The post-holder will join a forward-thinking and supportive procurement team. As part of the wider Finance Directorate, we aim to deliver excellent procurement services to the University's academic, teaching and research staff and our professional services colleagues.

JOB DESCRIPTION

MAIN PURPOSE OF THE ROLE:

This new role is to support the Head of Procurement & the Contracts Manager to manage and deliver an end-to-end professional procurement service across the University and more specifically within Estates & Facilities (E&F). To identify areas to add commercial benefits in whole life costing, as well as providing compliance with University Procurement policy, public procurement legislation & the World Trade Organisation - Government Procurement Agreement (GPA) and improve value and quality while minimising risk. Apply best practice supplier relationship and contract management techniques.

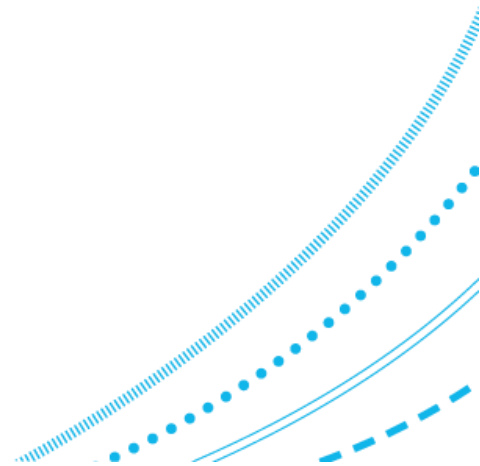
KEY RESPONSIBILITIES:

- To engage with key stakeholders in Schools and Directorates (more specifically within Estates & Facilities due to the typically high value & complex projects), to agree procurement priorities and deliver on the support and processes required to achieve these on time and within budget. This will include time-bound works programmes/projects, one-off equipment, goods and services acquisitions.
- To work closely within the Procurement Team to deliver a high-class procurement service and ensure that procurement processes are streamlined and facilitate compliance with University procurement policies & procedures and Public Contracts Regulations
- To support procurement of complex and high value works, goods & services by providing professional sourcing advice and market intelligence, and execution of contract that maximise value for money, sustainability and ethical sourcing, and ensure supply chain resilience.
- Identify most appropriate Form of Contract and create & prepare contractual documents, with effective implementation of new agreements across the University, supporting stakeholders with appropriate training as required.
- To manage supplier performance against appropriate Key Performance Indicators, continually seeking service improvements and best value for money. Managing key supplier/client relationships.

- Represent the University on local, regional and national collaborative procurement working groups

CANDIDATE BACKGROUND

The preferred candidate will be educated to degree level, with membership of Chartered Institute of Procurement & Supply (MCIPS). Experience of procurement within a Public Sector environment and delivering a relevant procurement service covering an extensive range of commodities including Estates & Facilities and showing knowledge appropriate to this high value, technically diverse environment.



TERMS OF APPOINTMENT

Salary will be at the appropriate point on the Grade 6, £34,304- £40,927 per annum and negotiable with placement according to qualifications and experience.

Any appointment will be made subject to satisfactory references and probation period of 6 months.

For further information on various staff benefits and policies please visit www.abdn.ac.uk/staffnet/working-here

This role is based in the UK and as such the successful candidate will be required to live and work in the UK.

The candidate appointed to this post may be eligible for homeworking on an occasional or regular basis. For more information please refer to our [Homeworking Policy](#).

This post does not meet the minimum requirements for visa sponsorship under the Skilled Worker Route. We are therefore unable to consider applicants for this post that require sponsorship to work in the UK.

AT A GLANCE

SALARY:

Grade 6

£34,304- £40,927 per annum

HOURS OF WORK:

Full-time (37.5 Hours per week)

CONTRACT TYPE:

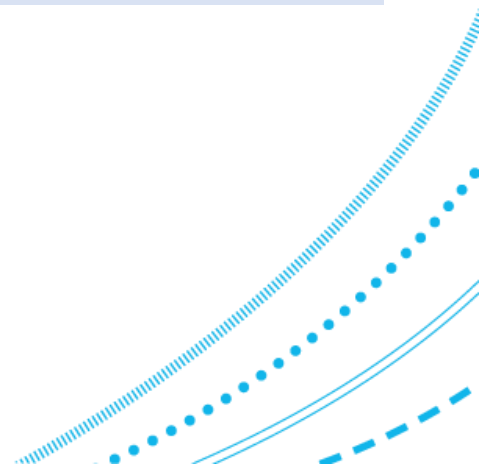
Substantive

LOCATION:

Aberdeen



	ESSENTIAL	DESIRABLE
Education/Qualifications Academic, technical and professional education and training	<ul style="list-style-type: none"> Full Membership of the Chartered Institute of Purchasing and Supply (MCIPS) or a relevant degree/HND (or equivalent) or have significant procurement experience and be making progress towards formal membership. 	<ul style="list-style-type: none"> Commitment to continuous professional development (e.g. CIPS Procurement Practitioner) would be an advantage.
Work and Other relevant experience (including training) e.g. Specialist knowledge, levels of experience, supervisory experience, research	<ul style="list-style-type: none"> Experience of delivering a relevant procurement service including extensive range of commodities (particularly in Estates & Facilities), showing knowledge appropriate to this high value, technically diverse environment Experience of procurement in public or regulated sector, plus extensive knowledge of applicable legislation Significant knowledge and expertise in relation to contractual terms, warranties, indemnities and insurance Well-developed IT skills and competent in the use of industry standard software including the Microsoft suite Experience in producing reports and analysing data relating to expenditure and transactional activity Practical experience and sound theoretical knowledge of end-to-end tendering procedures, including use of eTendering systems Knowledgeable in best practice supplier relationship and contract management techniques 	<ul style="list-style-type: none"> Understanding of the Higher Education sector & collaborative procurement initiatives Comprehensive knowledge of Standard Construction forms of contract, in particular NEC3/4
Personal qualities and abilities e.g. initiative, leadership, ability to work on own or with others, communication skills	<ul style="list-style-type: none"> Ability to provide clear and concise communication/guidance to procurement and non-procurement individuals Well-developed interpersonal skills with the ability to deal diplomatically with difficult situations and conversations Excellent written and verbal communication skills with the ability to relate at strategic, operational and commercial levels Demonstrable ability to work methodically under pressure and systematically deal with multiple projects Excellent attention to detail Maintains, promotes, and demonstrates professional integrity 	
Other e.g. special circumstances (if any) appropriate to the role such as unsocial hours, travelling, Gaelic language requirements etc.		



UNIVERSITY OF ABERDEEN

open to all and dedicated to the pursuit of truth in the service of others

The University of Aberdeen is a broad based, research intensive University, and we put students at the centre of everything we do. Outstanding in a wide range of discipline areas, Aberdeen is credited for its international reach and commercialisation of research ideas into spin out companies. The University has over 16,000 matriculated students and 3,600 staff representing 130 nationalities. We encourage bold thinking, creativity and innovation, and we nurture ambition with many opportunities for professional and personal development in an inclusive learning environment which challenges and inspires.



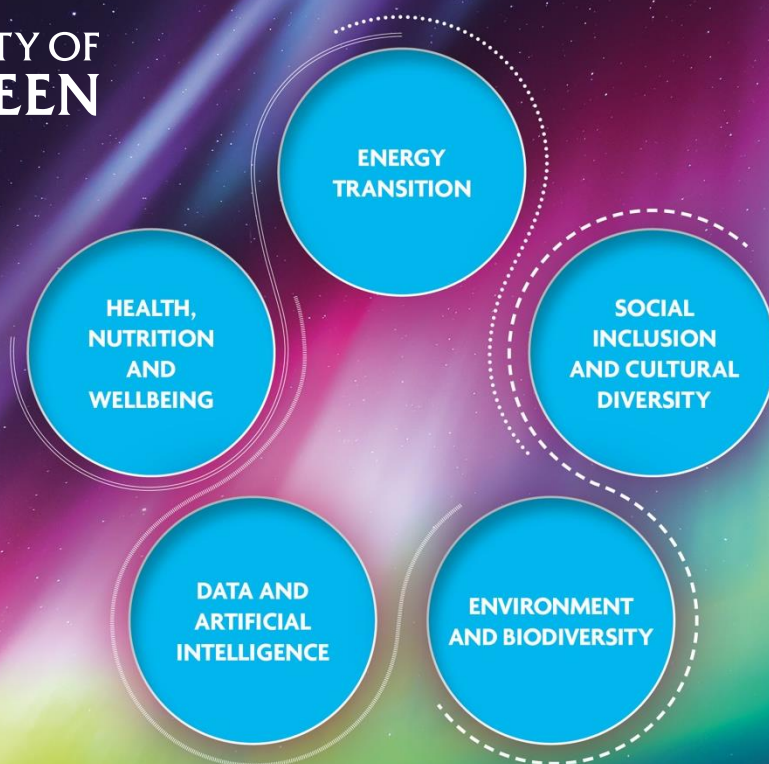
CURRENT CONTEXT

The University continues to build on its achievements. Underpinning our high performance and significant growth is a £100m investment in Aberdeen's estate which will include the completion of a new Science Teaching Hub, the regeneration of the historic King's Quarter and a new Business School building. The University has also invested in 50 new academic posts and in 2020 launched five interdisciplinary, cross-institution Research Centres that will catalyse world-leading research in our areas of strength. Our five Interdisciplinary Challenges are: Energy Transition; Social Inclusion and Cultural Diversity; Environment and Biodiversity; Data and Artificial Intelligence; and Health, Nutrition and Wellbeing.

ABERDEEN 2040

On our 525th anniversary as a University we launched [Aberdeen 2040](#), our strategic vision for the next 20 years. Four strategic themes will shape our learning and discovery, underlined by 20 commitments we have made against each theme:

- **Inclusive**
We welcome students, staff and partners from all backgrounds, organisations and communities. We value diversity.
- **Interdisciplinary**
We innovate in education and research by generating, sharing and applying new kinds of knowledge. We learn together.
- **International**
We connect with others and extend our networks and partnerships around the world. We think across borders.
- **Sustainable**
We understand and nurture our environment, and take care of our resources, including our people and finances. We work responsibly.



OUR EDUCATION

Recognised as the Scottish University of the Year in the Times and Sunday Times Good University Guide 2019, we remain true to our roots as an ancient Scottish university, combining breadth and depth in our degree programmes and drawing strength from the quality of our research. Our flexible curriculum encourages students to grow as independent learners and therefore to thrive as graduates in the diverse workplaces of the future. Our education is open to all and we are setting ambitious targets to further widen access.

OUR RESEARCH

Researchers at the University of Aberdeen have been at the forefront of innovation and excellence throughout the centuries, generating insights in medicine, science, engineering, law, social sciences, arts and humanities. This research has contributed to five Nobel prizes as well as other awards such as the Queen's Anniversary prize. Our research is intellectually rigorous working within our established areas of excellence as well as new methods of enquiry. We will continue to generate new knowledge addressing economic and societal issues with ambition and imagination, ensuring that it is globally excellent and locally relevant.

INTERNATIONAL

Aberdeen is increasing its international presence, positioning the University as a global organisation and building on established global partnerships in e.g. Qatar, China, North America, Europe. We feature in the top 50 institutions worldwide for international students¹ and have been named 32nd in the world for International Outlook². The University of Aberdeen is proud to be the first UK University to operate on a dedicated campus in Qatar. Phase 1 of this partnership with AFG College has successfully recruited over 600 students. Phase 2 will see the creation of a substantially larger campus, with capacity for at least 5,000 students and research activity. For further information on our Qatar campus visit www.abdn.ac.uk/qatar.

IMPACT

Our dedication to building a sustainable future is reflected in the Times Higher Education Impact Rankings 2021 where we were ranked in the top 60 Universities worldwide for positive impact on society.

In 2020 the University signed the United Nations Sustainable Development Goals accord, solidifying our commitment to developing the world in a sustainable way. In 2021 we were listed in the global Top 50 for 6 of these goals and in the UK Top 20 for all 17³.

¹ Times Higher Education World University Rankings 2021

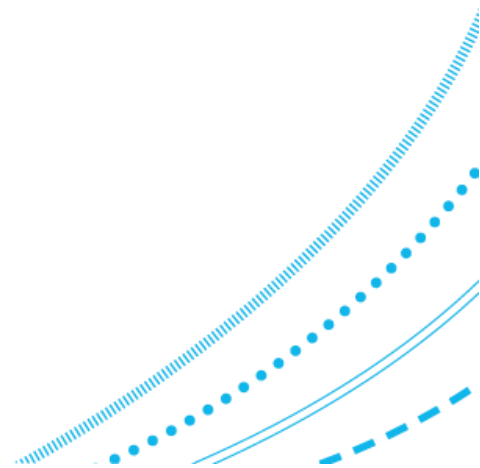
² QS World University Rankings 2021

³ Times Higher Education Impact Rankings 2021



THE DIRECTORATE OF FINANCE & PROCUREMENT

The Directorate's responsibilities include the regulation of all income and expenditure of the University, and for ensuring that the systems of accounting and internal control are adequate and in accordance with laid down standards. The section also deals with insurance and investments and is responsible for Procurement services.



ABERDEEN AND ABERDEENSHIRE

Scotland's third largest city, Aberdeen sits on the coast between the mountains of Aberdeenshire and the stunning North Sea coastline. The Aberdeen City region is a can-do place that is actively investing, at scale, in its future.

Renowned as a Global Energy Hub, Aberdeen is a vibrant, entrepreneurial region, home to a unique mix of business opportunities and specialist skills across various sectors including energy, technology, life sciences and food & drink. More than 20% of Scotland's top businesses are located in this region which is taking great strides to ensure that it continues to compete on a world stage. Investments of more than £10 billion of public and private infrastructure is due to be delivered before 2030, marking an exciting time to be part of a genuine world-class location.

Built from sparkling local granite Aberdeen has earned the name of the Silver City. As the energy capital of Europe, Aberdeen nevertheless retains its old-fashioned charm and character making it an attractive place in which to live, work and study. Due to its global business and international energy industry credentials, Aberdeen is well served by local and national transport infrastructure with excellent rail networks that run both North and South of Scotland and the rest of the UK. It also acts as an international travel hub. Flying time to London is just over one hour with regular daily flights and serves international travel to European centres such as Amsterdam (Schiphol) and Paris (Charles de-Gaulle) as well as flights to other European destinations.

The City and the surrounding countryside provide a variety of urban, seaside and country attractions. Aberdeen has first class amenities including [His Majesty's Theatre](#), [Music Hall](#), [Art Gallery](#), [the P&J Arena](#), [Museums](#), and [Beach Leisure Centre](#). The City is framed by its accessible beach front which is within a short walk of the city centre and there are an array of activities available across the region such as hill walking; mountaineering; sailing; surfing; salmon, trout and sea fishing; golf; sailing; surfing and windsurfing. The surrounding countryside, known as Aberdeenshire, is also one of Scotland's most appealing regions. Royal Deeside and the Cairngorms National Park are within easy access of the city, and there are a variety of towns and villages scattered along the coastline.

The city and the surrounding area have ranked consistently highly in nationally recognised quality of life surveys, coming out top 10 as one of the best places to live in Scotland in 2020 in the annual Bank of Scotland survey.

To find out more visit www.visitabdn.com



EQUALITY AND DIVERSITY

The University values a diverse working environment and recognises the benefits this can bring. The University is keen to receive applications from individuals from across all of the equality protected characteristics (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation).

The University supports opportunities for flexible working for a range of reasons and has policies in place to facilitate this. The policies can be found at <https://www.abdn.ac.uk/staffnet/working-here/flexible-working--5607.php>.

The University's commitment to gender equality has been recognised through the achievement of an Athena SWAN Bronze award at an institutional level and across all its subject areas. The University is also a Stonewall Diversity Champion to further LGBT+ equality.

The University is signed up to Advance HE's Race Equality Charter, affirming the University's commitment to the charter's aim of improving the representation, progression and success of minority ethnic staff and students within higher education.

Candidates who are British Sign Language (BSL) users can contact us directly by using [contact SCOTLAND-BSL](#).

The University is delighted to be accredited as a [Disability Confident](#) employer and strives to ensure that disabled staff and students have the opportunity to work and study in an inclusive, accessible and supportive environment.

www.abdn.ac.uk/staffnet/governance/equality-and-diversity-277

HOW TO APPLY

Online application forms are available at www.abdn.ac.uk/jobs

The closing date for receipt of applications is **7 November 2021**

Should you wish to make an informal enquiry please contact:

Helene Gannicliffe, Head of Procurement, e-mail: h.gannicliffe@abdn.ac.uk

or

Leon Mouat, Contracts Manager, email: leon.mouat@abdn.ac.uk

Please **do not** send application forms or CVs to Helene Gannicliffe or Leon Mouat

Please quote reference number **FIN102A** on all correspondence

