Procurement Assistant
Finance

Closing date: 3 May 2019
Interview date: To be confirmed
Vacancy reference: 7547
INTRODUCTION

The Procurement Team is responsible for over £100m of non-pay expenditure and deals with a range of strategic projects with the overall aim of achieving value for money whilst minimising risk to the University. The post will provide wide-ranging support across Procurement Office areas such as travel management, e-Procurement and supply chain monitoring systems as well as providing support to all aspects of procurement activities. There will be ongoing training offered as part of a Level 4 Apprenticeship through the North Eastern Universities Purchasing Consortium (NEUPC) in order to progress through the CIPS qualifications.
Main purpose of the role

The Procurement Assistant will report to the Procurement Support Manager, with support for the apprenticeship provided by the Procurement Category Managers. They will be expected to work proactively in a fast paced and dynamic environment and will be a part of a team delivering strategic projects across a number of key commodity areas. Often acting as a first point of contact for purchasing queries, the post holder will be expected to provide guidance to a range of stakeholders.

You should have an appreciation of how good procurement can help organisations buy the right product, at the right cost and at the right time, whilst adhering to applicable regulations. Typical day to day responsibilities may include managing the Procurement Office inbox, processing new supplier requests, answering travel queries, basic system administration and providing administration support to the Procurement Office.

Key requirements

- GCSEs (minimum grade C) in English, Maths and an ICT-based subject or equivalent experience.
- Any one of the following; CIPS Level 3 Advance Diploma in Procurement and Supply Operations, Two A Levels (or International Equivalent) or Minimum of two years’ experience in a business environment.
- Knowledge of the following software applications; MS Office; Word, Excel, Powerpoint
- Knowledge of e-procurement systems and the full procurement cycle
- Excellent verbal and written communication skills.
- Ability to work flexibly, prioritise and manage own workload.
- Attention to detail with strong numerical skills.
- Good interpersonal skills, with the ability to liaise with staff at all levels
- Enthusiastic with a drive to learn and develop new skills.
- Commitment to complete Apprenticeship scheme and achieve Chartered Institute of Procurement & Supply (CIPS) Level 4 Diploma

Key responsibilities

Role holders will be required to undertake some or all of the duties below:

- Dealing with enquiries from staff and external customers/suppliers, both by email and phone.
- Managing the Procurement inbox and travel inbox.
- Provide Procurement systems admin support.
- Monitoring suppliers for credit risk reporting
- Providing administration support to higher value procurement projects including monitoring the University’s electronic tendering system and issuing standard correspondence.
- Assist the Procurement Category Managers in the management of key commodities, including undertaking procurement processes and reviewing supplier performance where required.
- Other duties that full within the scope of the role, as allocated by the line manager.

Training and development

What will you study

Through NEUPC, you will undertake the full CIPS L4 Diploma and the Category Management Module from the L5 Advanced Diploma in the first 18 months of the apprenticeship. In the final 6 months, you will agree and deliver a procurement project with the University and academic support (NEUPC) that can be developed into a 6000 word project report and a
presentation/interview to be assessed jointly by the University and a CIPS assessor. NEUPC will provide academic support to develop the academic skills needed to deliver the academic requirements of the assessment plan, support in development of the report pre-submission and preparation for the interview.

What are the benefits

- Achieving the Level 4 Apprenticeship will enable you to use your breadth and depth of experience to position yourself as a fully effective commercially skilled procurement professional with career options that span from public to private and charity sectors.

- On successful completion of this apprenticeship you will be able to continue your studies towards achieving MCIPS by completing the:

  - CIPS Level 5 Advanced Diploma in Procurement and Supply
  - CIPS Level 6 Professional Diploma in Procurement and Supply
# PERSON SPECIFICATION

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<thead>
<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tr>
<td>GCSEs (minimum grade C) in English, Maths and an ICT-based subject or equivalent experience.</td>
<td>Essential</td>
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<td>In addition, candidates must possess one of the following:</td>
<td>Essential</td>
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<tr>
<td>CIPS Level 3 Advanced Diploma in Procurement and Supply Operations</td>
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<tr>
<td>Two A-Levels (or International Equivalent)</td>
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<td>Minimum of two years' experience in a business environment</td>
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## Knowledge

Knowledge of the following software applications; MS Office; Word, Excel, Powerpoint | Desirable
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Knowledge of e-procurement systems and the full procurement cycle               | Desirable
General knowledge/experience of working in Higher Education.                   | Desirable

## Skills, abilities and competencies

Excellent verbal and written communication skills.                              | Essential
Ability to work flexibly, prioritise and manage own workload.                  | Essential
Attention to detail with strong numerical skills.                              | Essential
Good interpersonal skills, with the ability to liaise with staff at all levels | Essential

## Experience

Previous experience of working in a purchasing environment.                     | Desirable

## Personal attributes

Enthusiastic with a drive to learn and develop new skills.                     | Essential
Commitment to complete Apprenticeship scheme and achieve Chartered Institute of Procurement & Supply (CIPS) Level 4 Diploma | Essential
The Finance Department is a key part of the administrative structure of the University. It comprises over 60 members of staff located around the campus.

The Procurement Office is a section of the Finance Department, with responsibility for the procurement activity of the University, much of which is devolved to individual departments. The non-pay spend of the University is in excess of £100m per annum.

The University Procurement Strategy, which the Procurement Office is charged with implementing, is based around the concept of maximizing value and minimizing risk. The Procurement Office and wider function aims to deliver a superior procurement service, measured by external assessment.
Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2019 it is the home of more than 18,000 students across more than 30 academic departments and research centres. Since opening over fifty years ago, we have become one of the world's leading universities and a member of the prestigious Russell Group.

We are consistently recognised as one of the leading Higher Education Institutes and one of just six post-war universities to have appeared in the world top 100. We were rated 22nd in the 2019 Times & Sunday Times league table. The University of York has won six Times Higher Education (THE) Awards and five Queen's Anniversary Prizes.

The University is proud of its association with Athena SWAN, holding multiple awards in support of gender equality, representation and success for all, with gold awards for Chemistry and Biology and a University-wide bronze award.

Of 154 universities that took part in the Research Excellence Framework (REF) in 2014, The University of York ranked 14th overall and 10th for the impact of our research. The University is consistently in the top ten UK research universities and attracts over £60m a year of funding from research alone.

Our vision is to make the University of York a world leader in the creation of knowledge through fundamental and applied research, the sharing of knowledge by teaching students from varied backgrounds and the application of knowledge for the health, prosperity and well-being of people and society.
Attractive workplace

Centred around the picturesque village of Heslington on the edge of the city of York, our colleges are set in an attractive landscaped campus. York enjoys a safe, friendly atmosphere with facilities including bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal since 2000. We have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion. Our investment in new colleges, teaching and learning spaces, laboratories, research facilities and a new sports village mean there has never been a better time to join us.

During this period of change we’ve worked hard to retain our friendly, informal and collegiate atmosphere, which is important to our core values of inclusivity and interdisciplinarity.

We have a thriving international community and are committed to providing staff moving to York with as much support as possible through our Relocation Package and Welcome Officers.

The University is committed to promoting a diverse and inclusive community - a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff engagement forums, campus facilities and services to support staff from different backgrounds.

For further information please visit our employee benefit pages.
The City of York

Internationally acclaimed for its rich heritage and historic architecture, York’s bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford’s Tower and the Shambles - just a few of the many attractions.

But York isn’t just a great place to visit - it’s also a great place to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.

Visit www.visityork.org for more information on the city of York

Shopping, culture and entertainment

York boasts specialist and unique boutiques but also all the high street stores on its busy shopping streets. Alongside them you will find cinemas, theatres, an opera house, art galleries, a vast range of restaurants, live music venues and clubs. York is particularly renowned for its multitude of pubs and bars, from the modern to the medieval.

Housing and schools

Whether you choose to live close to the city, in one of the surrounding villages or further afield, you will find a wide range of housing within comfortable distance of York and the University. For families, the area has a range of excellent schools both in the state and independent sector.

Great location

York is one of Britain’s best-connected cities. Halfway between London and Edinburgh on the East Coast mainline, on intercity trains you can reach London King’s Cross in less than two hours and Edinburgh in two and a half hours. York is also well served by road links, and it is easily accessible from the A1, M1 and the M62.

For those travelling from overseas, Manchester Airport is two hours away and Heathrow Airport just three and a half. Flights from nearby Leeds Bradford Airport provide easy access to mainland Europe. By Eurostar from London St Pancras, Paris is just over six hours away.

Yorkshire

The Lonely Planet guide recently declared Yorkshire the third best region in the world to visit. There is something to cater to every taste, whether it be the rugged landscapes of the Moors or the Dales, the picturesque seaside towns of Scarborough and Robin Hoods Bay, the gothic architecture of Whitby or the vibrancy of cosmopolitan Leeds.
Apply online

- Go to https://jobs.york.ac.uk
- Find this job using reference 7547
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 3 May 2019

What will I need?

We will ask you for details of:
- your employment history
- relevant qualifications
- two referees

You need to be ready to show us how you meet the requirements of the job, either in a written statement and/or by answering questions.

Help and assistance

If you have any questions about your application, contact the HR Services team:

recruitment@york.ac.uk
+44 (0)1904 324835