

### Job Description

<b>Job title:</b>	<b>Procurement Administrator</b>
<b>Department/School:</b>	<b>Computing Services (BUCS)</b>
<b>Grade:</b>	<b>5</b>
<b>Location:</b>	<b>University of Bath</b>

#### **Job purpose**

The Procurement Administrator will organise the day-to-day operations of the IT Procurement department. They will ensure customer satisfaction and will act as a liaison by attending meetings, communicating with other departments, informing and advising departments and other groups on current trends and service offerings.

The post-holder will ensure the smooth operation of BUCS purchasing activities including raising Purchase Orders,

The post-holder will help administer the BUCS IT Shop, a part of the University's Service Desk which stocks a range of products and consumables for the University's staff and students.

#### **Source and nature of management provided**

IT Support Manager (Procurement).

#### **Staff management responsibility**

None, although may be asked to supervise trainees or casual staff.

#### **Special conditions**

Core University business hours are 9.00 am – 5.20 pm Monday to Thursday and 9.00 am – 5.10 pm Friday.

The post-holder may occasionally be required to undertake duties outside of core hours including evenings or weekends where the business need arises.

The post-holder will ensure full compliance with all Data Protection laws and any relevant University policies and guidelines.

<b>Main duties and responsibilities</b>	
1	Undertake and manage a robust, compliant procurement process including issue of PQQ/ITT, assessment, contract and vendor relationship management.
2	Ensure that purchasing is carried out in accordance with the University's purchasing policy and guidelines, and EU legislation.
3	Assist the IT Support Manager (Procurement) by liaising with suppliers to research, source and procure goods and services.
4	Provide on-going commercial support for orders and / or contracts until completion and post project/programme review.
5	Act as the routine contact point between the University and suppliers including dealing with order and invoice queries. Source and collect vendor and contract performance data (such as pricing and supply chain costs), and monitor performance against KPIs.
6	Maintain, manage and improve the internal product catalogues, price lists, the ITP web presence, and staff guidelines.
7	Administer contracts and orders.
8	Use the University's finance and procurement systems to create and track orders, and produce financial reporting and acting as a purchasing authority in electronic workflows.
9	Provide detailed advice and support to the University's staff and students, understanding their requirements and guiding them to the most appropriate technology products and services in person, or using email or BUCS logging systems.
10	Contribute to the development of procurement strategies with the aim of maximising the value that the University receives in its IT purchases.
11	Undertake small procurement projects under the direction of the IT Support Manager (Procurement).
12	Use the departmental purchasing card and ensure accurate records are kept against its usage.
13	Assist the IT Support Manager (Procurement) in representing the interests of the University at purchasing consortia, customer groups, and other appropriate forums.
<p>In addition to University provided training and development, you will undertake sufficient personal and professional development as required, ensuring skills and knowledge are up to date so that the role is performed to the required level.</p> <p>You will from time to time be required to undertake other duties of a similar nature as reasonably required by your line manager.</p> <p>Some occasional travelling may be required, for example to user groups or conferences.</p>	

### Person Specification

Criteria: Qualifications and Training	Essential	Desirable
Educated to A level or equivalent qualification or experience in a related field	✓	
ITIL (Version 3 or later) Foundation Level		✓
Recognised procurement qualification		✓

Criteria: Knowledge and Experience	Essential	Desirable
Experience of working in a procurement or finance team	✓	
Experience of undertaking procurement exercises or tenders for goods and services	✓	
Experience of using finance, procurement and e-procurement systems		✓
Experience of the HE sector		✓
A broad understanding of computer hardware, and software	✓	
Knowledge of IT Service Management		✓

Criteria: Skills and Aptitudes	Essential	Desirable
Commercial awareness	✓	
Excellent organisational skills	✓	
Strong numeracy skills	✓	
Ability to work with HE staff at all levels	✓	
Ability to manage tight deadlines & competing workloads	✓	
Ability to adapt communication style to suit the audience		✓
Ability to work within a changing environment	✓	
Ability to deal with confidential and sensitive information with tact and discretion	✓	

## **Effective Behaviours Framework**

The University has identified a set of effective behaviours which we value and have found to be consistent with high performance across the organisation. Part of the selection process for this post will be to assess whether candidates have demonstrably exhibited these behaviours previously.

### **Managing self and personal skills:**

Willing and able to assess and apply own skills, abilities and experience. Being aware of own behaviour and how it impacts on others.

### **Delivering excellent service:**

Providing the best quality service to all students and staff and to external customers e.g. clients, suppliers. Building genuine and open long-term relationships in order to drive up service standards.

### **Finding innovative solutions:**

Taking a holistic view and working enthusiastically and with creativity to analyse problems and develop innovative and workable solutions. Identifying opportunities for innovation.

### **Embracing change:**

Adjusting to unfamiliar situations, demands and changing roles. Seeing change as an opportunity and being receptive to new ideas.

### **Using resources:**

Making effective use of available resources including people, information, networks and budgets. Being aware of the financial and commercial aspects of the University.

### **Engaging with the big picture:**

Seeing the work that you do in the context of the bigger picture e.g. in the context of what the University/other departments are striving to achieve and taking a long-term view. Communicating vision clearly and enthusiastically to inspire and motivate others.

### **Developing self and others:**

Showing commitment to own development and supporting and encouraging others to develop their knowledge, skills and behaviours to enable them to reach their full potential for the wider benefit of the University.

### **Working with people:**

Working co-operatively with others in order to achieve objectives. Demonstrating a commitment to diversity and applying a wider range of interpersonal skills.

### **Achieving results:**

Planning and organising workloads to ensure that deadlines are met within resource constraints. Consistently meeting objectives and success criteria.