

Job Description

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| Job title: | Procurement Assistant |
| Department/School: | Digital, Data and Technology (DD&T) |
| Grade: | 4 |
| Location: | University of Bath |

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| Job purpose |
| The Procurement Assistant will support the Procurement Administrator and IT Support Manager (Procurement) in the provision of a professional, effective and knowledgeable service for the procurement and supply of IT hardware, software and consumables for the University’s staff and students.    As part of the IT Procurement Team, the Procurement Assistant will provide accurate, timely and auditable assistance in the administration of the DD&T’s procurement process, ensuring that processes are fully compliant with current University Financial Regulations.    The post-holder will also provide advice on sales from the DD&T IT Shop which provides a range of hardware, software and consumables to the University’s staff and students. |

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| Source and nature of management provided |
| IT Support Manager (Procurement). |

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| Staff management responsibility |
| None. |

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| Special conditions |
| Core University business hours are 9.00 am – 5.20 pm Monday to Thursday and 09.00 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. |

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| Main duties and responsibilities | |
| 1 | Raise requisitions and purchase orders on behalf of the University’s faculties and departments ensuring that purchasing is carried out in accordance with the University’s purchasing policy and guidelines and EU legislation. |
| 2 | Check validity of requests to purchase and resolve or refer non-compliant requests as appropriate. Investigate queries and discrepancies with requisitions, receipts, orders and invoices escalating as required. |
| 3 | Issue and track software licences against purchases ensuring that accurate records are kept. |
| 4 | Check that deliveries have been made, raise GRNs, and process returns to vendors. |
| 5 | Ensure that all orders are charged back at correct values and quantities, making any required amendments. |
| 6 | Contribute to procurement projects under the direction of the IT Support Manager (Procurement). |
| 7 | Use the University’s ERP, financial management, accounting and issue logging systems for procurement activities as appropriate. |
| 8 | Provide 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 DDaT logging systems. |
| 9 | Administration of internal and external invoicing, credit control, and reconciliation of monies/credit card. Undertake weekly cash reports and banking procedures. |
| 10 | Receipt of cash/cheques and ensuring credit to relevant codes. |
| 11 | Accept and create orders to ensure that the ITP, Service Desk and AV Operations are fully resourced and able to service staff and student demand (e.g. sale items, sundries, etc.) |
| 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.    You will from time to time be required to undertake other duties of a similar nature as reasonably required by your line manager.    Some occasional travelling may be required, for example to user groups or conferences. | |



Person Specification

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| Criteria: Qualifications and Training | Essential | Desirable |
| GCSE English & Maths (or equivalent) |  |  |
| Recognised procurement qualification |  |  |

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| 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 ERP, procurement and eprocurement systems |  |  |
| Experience of the HE sector |  |  |
| A broad understanding of computer hardware, and software including office productivity software |  |  |
| Knowledge of IT Service Management |  |  |

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| 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 |  |  |

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| 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. |