



1 Advertisement

Post Title: Procurement Advisor (Contracts Team)

School/department: Procurement - Finance

Hours: Full time or part time hours considered up to a maximum of 1.0 FTE

This post has been designated as a hybrid worker role, with an equal split between campus and remote working. Further requests for [flexible working](#) options will be considered (subject to business need).

Location: Brighton, United Kingdom

Contract: Permanent

Reference:10886

Salary: starting at £28,131 to £32,411 per annum, pro rata if part time

Placed on: 06 March 2023

Closing date: 20 March 2023. Applications must be received by midnight of the closing date.

Expected interview date: To be confirmed

Expected start date: As soon as possible

The University of Sussex is a dynamic, innovative, top 50 university. With a campus based in the South Downs National Park but just a few minutes from the city of Brighton and Hove, it provides an excellent working environment in a remarkable setting, combined with all that the city has to offer.

Creative thinking, intellectual challenge and collaborative working are fundamental to a Sussex education and that is reflected in our workplace too. This is an exciting chance to join a team working at the center of the University.

Within the University's Finance department, the Strategic Procurement Team are responsible for identifying/supporting key areas of spend within the University and identifying ways of adding value through procurement processes whilst ensuring compliance.

We are looking to recruit aspiring procurement/contract professionals within our Operational Procurement Team.

You will bring a positive attitude, practical skills and desire to learn and develop within the Procurement and Contract environment. In return, the role offers an exciting variety of work opportunities and a structured training and development program through to full MCIPS if desired.

Previous holders of this post have successfully developed towards MCIPS qualification whilst also successfully progressing within the University. This is an incredible opportunity for an ambitious self-starter to embark on a Procurement and contract management career which will lead to the industry leading qualification and opportunities to progress.

This role has been mapped as equivalent to the "Tactical" competence level in the CIPS Global Standards. The post holder will therefore be expected to work towards equivalent

knowledge and capability, and maintain a performance level up to and including this competence threshold whilst studying towards further development.

- The post holder will be encouraged to undertake a programme of professional study for a procurement qualification (MCIPS). This will be funded by the University in accordance with the departmental study policy, although the post holder will be expected to maintain CIPS membership to enable their ongoing study.
- Assist with providing a professional sourcing and procurement service to the University for all goods, services and works ensuring best value for money, service and quality from the most suitable suppliers, and in full compliance with relevant legislation.
- Support the Procurement team to drive value for money in commercial contracts, transactions and arrangements for procuring goods and services and in its ongoing relationships with suppliers.
- Support the contracts team deliver an ambitious future for contract management
- Support pre-procurement, sourcing and contract management activity including strategy development, market engagement, negotiation, performance management and exit activity where required.
- Support the development and implementation of category strategies, using market insight and strategic awareness to inform the content and identify opportunities for enhanced value for money in commercial arrangements
- Support the Contracts team in tracking and analysing spend, savings, supplier performance and driving continuous improvement across assigned area(s) of spend.
- Support the aims, commitments and ambitions set out within the University's Sustainability Strategy.

Please contact Claire Hutchinson Head of Operational Procurement and Supply Chain ed.dunn@sussex.ac.uk for informal enquiries.

For full details and how to apply see our [vacancies page](#)

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.

Please note: The University requires that work undertaken for the University is performed from the UK.

2. The School / Division

Please find further information regarding the school/division at <https://www.sussex.ac.uk/finance/how/purchasing>

3. Job Description

Job Description for the post of: Procurement Advisor

Department: Procurement

Section/Unit/School: Finance

Location: Hybrid - Sussex House / Remote Working

Grade: G5

Responsible to: Procurement Consultant (Contracts)

Responsible for: N/A

Role description:

Working as part of a team, to provide up to date and accurate information, advice and guidance to students, managers and staff at all levels on a specified range of services, procedures or policies.

To liaise between service users and operational teams in relation to queries and requests.

PRINCIPAL ACCOUNTABILITIES

- Provide information, advice and guidance on the range of services and activities within the specified area
- Assess queries and potential issues, advising on solutions and linking with relevant operational teams
- Develop and maintain effective relationships to engender confidence and trust in the advice provided.

KEY RESPONSIBILITIES

- Confidently advising students, line managers and staff members, using appropriate methods of communication tailored to the audience answering straightforward questions or researching regulations, policies, and procedures to answer more complex questions, or redirecting as appropriate, sometimes in situations where feelings may be running high.
- Developing and maintaining productive and collaborative relationships with students, managers, colleagues, and other service areas demonstrating professional credibility
- Develop and maintain an in-depth understanding of the area within which the role operates and the work of relevant external agencies, service providers, employers and training providers
- Researching particular areas of enquiry to ensure appropriate advice is given
- Keeping up to date information regarding developments in practices and legislation within relevant areas and sharing knowledge within the team
- Supporting senior colleagues where appropriate in educating and developing the knowledge and understanding of users about the services provided to promote self-service and self-reliance
- Producing high quality, up to date accurate information on relevant subject areas for publications and web pages
- Maintaining and updating information systems in line with the Data Protection Act, and ensuring accurate recording of query types and suggestions ideas for improvement
- Preparing ad hoc and regular management reports on the use of the service area to aid the improvement of processes and understanding of the services provided
- Provide advice on ongoing projects and how they might affect service users
- Providing support and guidance for the service area administration team
- To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

Dimensions

- This role does not have any budget responsibility.
- This role does not have any line management responsibility.
- This role does not have any responsibilities for equipment or premises.
- The post holder reports to the Procurement Consultant (Contracts), they are given clearly agreed responsibilities in specific areas. Their line manager would agree daily/weekly/monthly tasks and duties in order to achieve their agreed objectives and support the delivery of the University's goals. The post holder may be expected to work collaboratively across the University and with key stakeholders to deliver single team working that efficiently and effectively supports the achievement of those goals and objectives.
- Support achievement of the Division's/Unit's/School's compliance with all applicable statutory and regulatory compliance obligations, including (but not limited to): UKVI, Health & Safety, the Prevent Duty, data protection, Competition and Markets Authority requirements and equal opportunities, as appropriate to the grade and role. Additionally, to promote good practice in relation to University policy, procedure and guidance in relation to those compliance matters in respect of students, staff and other relevant parties.

This Job Description sets out current responsibilities of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

4. Person Specification

ESSENTIAL CRITERIA

1. Good secondary education (see role-specific criteria below).
2. Effective planning and organisational skills.
3. Well developed interpersonal skills with the ability to quickly build rapport
4. Effective oral and written communications skills to work with colleagues and customers providing information and responding to questions and queries.
5. Ability to work flexibly within a small team and on own initiative.
6. Competent IT skills to effectively manager own workload – MS Suite.

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Foundation level knowledge of Procurement and Commercial best practice, including a foundation level understanding of the profession and skills required to succeed.
2. Willingness to undertake a programme of professional study for a Procurement qualification (Up to MCIPS), and to progress into a Procurement career.

3. Knowledge of Common contract management practices within the public sector

DESIRABLE CRITERIA

1. Experience in a similar role, or possessing transferable skills
2. Able to demonstrate knowledge, skills and ability equivalent to or progressing towards “Tactical” level on the CIPS Global Standards.
3. Contract management experience