

## 1 Advertisement

**Post Title:** Procurement Consultant

**School/department:** Procurement - Finance

**Hours:** Full time hours 1 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:** 20867

**Salary:** starting at £36,333 to £43,155 per annum, pro rata if part time

**Placed on:** 23 June 2023

**Closing date:** 9 July 2023. Applications must be received by midnight of the closing date.

**Expected Interview date:** 24 July 2023

**Expected start date:** September 2023

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 centre 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 a Procurement Consultant to our Estates & Facilities Category within our strategic team. The long-term Capital Estates Roadmap includes multiple projects of varying size, scale and complexity. Therefore, the Estates & Facilities Management Category have a key, strategic role to play in assisting with the delivery of the Roadmap over the years to come.

You will support and/or lead in securing value for money from areas of the University's commercial relationships by working on strategic projects, tendering and supplier negotiations. Previous experience in public sector procurement is not essential and we welcome applications from experienced procurement professionals from other sectors. You are expected to be aware of the implications of working within a public sector environment and how this affects purchasing strategies and practices.

This role has been mapped as equivalent to the “Managerial” competence level in the CIPS Global Standards. You will therefore be expected to have equivalent knowledge and capability, demonstrated either through professional qualifications or experience.

- Drive value for money in commercial contracts, transactions and arrangements for goods and services and in its ongoing relationships with suppliers.
- Lead and/or support pre-procurement, sourcing and/or contract management activity including strategy development, market engagement, negotiation, performance management and exit activity where required.
- Supporting the development and implementation of category or contract management strategies, using market insight and strategic awareness to inform the content and identify opportunities for enhanced value for money in commercial arrangements
- Represent the Procurement department in project, procurement and contract management initiatives, providing clear and constructive input, leadership, guidance and advice.
- Develop and manage productive relationships with stakeholders and suppliers to support delivery, implementation and management of commercial services, contract management and sourcing strategies.
- Working within the Procurement and Supply Management teams, ensure a pipeline of commercial and contract management activity is maintained across assigned area(s) of spend.
- Tracking and analysing spend, savings, supplier performance and driving continuous improvement across assigned area(s) of spend.
- The role may involve line management or mentoring of one or more individuals, and therefore will involve leading, developing and line management to deliver quality outputs and a positive work environment.
- Adherence, and ensuring reports adhere to, governance, legislative and policy requirements.
- Through supplier relationships and contractual agreements, support the aims, commitments and ambitions set out within the University’s Sustainability Strategy

As part of your application, you will need to provide a personal statement to provide evidence showing how you meet each of the **Essential Criteria** for this role found in Section 4. Without demonstrating how you meet each of the **Essential criteria** within your personal statement, you may not be shortlisted for interview for this position.

Please contact Claire Hutchinson Head of Strategic Procurement ([c.hutchinson@sussex.ac.uk](mailto:c.hutchinson@sussex.ac.uk), 01273 678811) 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 Consultant

<b>Department:</b>	Procurement
<b>Section/Unit/School:</b>	Finance
<b>Location:</b>	Hybrid - Sussex House / Remote Working
<b>Grade:</b>	G7
<b>Responsible to:</b>	Senior Procurement Consultant
<b>Responsible for:</b>	To be arranged
<b>Role description:</b>	Provide expert advice and insight within relevant specialist area to help to address problems, make recommendations and propose improvements to maximise efficiency and effectiveness.

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#### **PRINCIPAL ACCOUNTABILITIES**

- Provide objective and expert information, advice and guidance for managers within the organisation on improvements to services and activities related to a specific area of expertise.
- Assess queries and potential issues, identifying options and recommending solutions, liaising closely with relevant operational teams.
- Support the implementation of improvement solutions through planning and project management.

#### **KEY RESPONSIBILITIES**

Develop and maintain effective relationships across the organisation to engender confidence and trust in the advice provided at all stakeholder levels

- Provide advice to managers on best practice based on regularly updated knowledge within own area of expertise.
- Through close collaboration with the relevant management team, identify and document the specific issue or query to be investigated. Provide coaching and guidance at leadership level to help to articulate and research the problem or issue presented.
- Monitor and analyse Key Performance Indicators, to assist in the identification of risks, errors, problems and improvement opportunities
- Identify options and make recommendations to address or improve problem areas.
- Provide expertise and support in understanding the impact of the recommended action and help to build plans for implementation
- Support managers within the relevant area on the production and maintenance of project plans for solution implementation and ensure that these are shared with key stakeholders

- Lead the design and delivery of support materials for implementation plans where appropriate
- Where required, deliver coaching and training for team members to develop capabilities in line with required improvements.
- Work closely with relevant teams across the organisation encouraging sharing of best practice and collaboration in improving processes and procedures.
- To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

## **Dimensions**

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.

- This role does not have any budget responsibility.
- This role may have line management responsibility.
- This role does not have any responsibilities for equipment or premises.
- The post holder reports to the Senior Procurement Consultant, working under general direction, within a clear framework the post holder will manage their own project work (and possibly their direct reports) to achieve their agreed objectives.
  - The role holder will play a key role in supporting the Divisional leadership team to achieve the strategic and operational goals of the University, Professional Services & their Division. The post holder is 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.
  - Balance effectiveness and cost-efficiency in the management of the budgets you are accountable for, demonstrating compliance with Value for Money and Return on Investment principles to support the University's strategic aim to achieve a world-class standard of teaching and research by managing our resources effectively and efficiently.

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. Of graduate calibre with relevant professional qualification or experience, as appropriate to the discipline (see role-specific criteria below)

2. Effective planning and organisational skills, including project management.
3. Well-developed interpersonal skills with the ability to quickly build rapport with the ability to effectively impact and influence other in area of expertise, effectively contribute to team working
4. Effective oral and written communications skills to work with colleagues and customers providing information and responding to questions and queries, with the ability to present complex ideas in a way that can be understood by most employees
5. Ability to work dynamically within a small team and on own initiative.
6. Competent IT skills to effectively manager own workload – MS Suite. Experience using functional databases.
7. Capable of working considerately within the five core values of the Sussex 2025 Framework: <https://www.sussex.ac.uk/strategy/>

#### **ESSENTIAL ROLE-SPECIFIC CRITERIA**

1. Excellent working knowledge of Procurement and Commercial best practice, regulations and stakeholder management, as appropriate for a skilled practitioner.
2. Able to demonstrate knowledge, skills and ability equivalent to “Managerial” level on the CIPS Global Standards demonstrated either through professional qualifications or experience in a Procurement.
3. Demonstrate a strong understanding and ability to secure Value-for-Money operating within the Public Contract Regulations.

#### **DESIRABLE CRITERIA**

1. Experience in a role with similar requirements and stakeholder management.
2. MCIPS or working towards (Or equivalent Contract/Supplier Management qualification)
3. PRINCE2 Project Management qualification or knowledge of best practice