



1 Advertisement

Post Title: Procurement & Commercial Contracts Officer

Department: Finance - Procurement & Commercial Services

Hours: Full or part time hours considered up to a maximum of 1

Contract: Permanent

Reference: 2245

Salary: starting at £33,797 rising to £40,322 per annum

Placed on: 7 October 2019

Closing date: 25 October 2019. Applications must be received by midnight of the closing date.

Expected start date: As soon as possible

As part of the continued growth and drive for excellence, the University is seeking a dynamic Procurement professional, to form part of a crucial procurement and commercial team within this unique environment.

The successful candidate will have a strong procurement background, and will also be able to demonstrate knowledge and ideally experience of IT functions in a complex environment. You will demonstrate the ability to manage multiple projects with varied levels of complexities and dependencies. Working with the Procurement & Commercial Contracts Manager for IT, you will support a number of initiatives linked to our challenging strategy, Sussex2025.

Reporting to the Head of Procurement & Commercial Services, the successful candidate will:

- Support the development and implementation of strategic procurement and category management plans
- Provide practical procurement guidance (Ensuring compliance with EU legislation);
- Support IT Services to deliver a range of crucial services, including the procurement of a range of systems and services;
- Plan, lead and conduct a range of procurement exercises on behalf of the University;
- Ensure the robust management and ownership of supplier contracts;
- Engage with relevant suppliers and undertake category management activities as required;

- Analyse historic spend data with a view to generating more efficient ways of working;
- Review existing procurement frameworks and suppliers to support a drive for continuous improvement;
- Work with high level stakeholders to support skills development within contracting and procurement activities.

This crucial role will be working closely with Procurement and IT Services. You will play a vital role in delivering value-for-money, strong long-term relationships, excellent buying decisions and minimised risk. The post-holder will support the management of contracts and work with stakeholders to problem solve where necessary.

The University is a large and constantly developing business, highly complex and hugely rewarding in an enviable setting. This is a rare opportunity for an exceptional candidate to determine the evolution of a key function within our business. This rewarding, fast-paced and complex position, will provide challenge and diversity in abundance.

The University of Sussex is a dynamic, innovative, top 20 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. So this is an exciting chance to join a team working at the centre of the University, with a genuine opportunity for career progression.

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.

2. The School / Division

The Finance Division is led by the Director of Finance and comprises some 80 staff who provide high quality finance and procurement functions co-located with other professional services and senior management at Sussex House on the University campus at Falmer.

The division provides advice and information on all financial matters to all schools and professional services at the University of Sussex. The University's annual budget is c£260m so the division plays a key role in managing budgets, forecasting and reporting as well as supporting the development of the University's existing capital and service portfolio. These portfolios include a complex and challenging range of strategically and financially significant projects to support the delivery of the University's ambitious strategy to 2025 and beyond. This includes state of the art facilities for teaching and research, investment in IT systems to ensure delivery of a world class customer experience for our students and other innovative and sector leading projects.

The Division has a strong commitment towards staff training and development including professional qualification study enabling all staff to fulfil their potential.

3. Job Description

Job Description for the post of: Procurement & Commercial Contracts Officer

Department: Finance

Section/Unit/School: Procurement & Commercial Services

Location: Sussex House

Grade: 7

Responsible to: Head of Procurement & Commercial Services

Responsible for: No direct reports

Purpose of the post:

The post will support the Head of Procurement & Commercial Services in securing sustainable value for money from the University's commercial relationships with responsibility for strategically important expenditure.

The post will also develop and implement arrangements for mitigating commercial and insurable risks within the defined areas of responsibility.

Responsibilities:

Drive best value in commercial contracts, transactions and arrangements within agreed categories and/or organisational area

- a. Within the framework set by Head of Procurement & Commercial Services drive value for money in the University's commercial arrangements for procuring goods and services and in its ongoing relationships with suppliers
- b. Within the framework set by Head of Procurement & Commercial Services drive value for money in the University's commercial arrangements for the provision of services and in its ongoing relationships with customers and business partners
- c. Implement the structured framework for risk and reward in commercial business terms and conditions and embed principles of the University's commitment to public benefit, ethical and social responsibility, sustainable operating and value for money into its commercial arrangements aligned to the Commercial plan.
- d. Analyse the business cycle in budgetary units in respect of their commercial arrangements and provide appropriate advice, planning and support to ensure delivery of units' and University's objectives.

Ensure effective policy & good practice to support value delivery within agreed categories and/or organisational area

- a. Manage the policy framework on commercial transactions and contracts including procure to pay, corporate credit cards, staff expenses and contracts for the supply of services to customers
- b. Work with Head of Procurement & Commercial Services and other stakeholders to implement, monitor and enforce the compliance framework for commercial engagement

- c. Implement the code of best practice in commercial relationships and transactions and foster good practices in the behaviour of stakeholders in respect of best value and commercial risk in contracts and transactions
- d. Work closely with team colleagues to develop and implement appropriate systems, processes and tools to enable stakeholders to transact business in accordance with policy and best practice
- e. Implement and manage structured stakeholder engagement in support of policy and good practice in commercial transactions
- f. Support stakeholders in identification of skills gaps and development needs and provide a proactive programme of skills sharing and development to meet those needs

Develop and implement the value for money delivery plan within agreed categories and/or organisational area

- a. Collect, analyse and promulgate market intelligence and identify opportunities for the delivery of value for money in commercial arrangements
- b. Manage a portfolio of corporate contracts for the procurement of goods and services as defined by the Head of Procurement & Commercial Services.
- c. Support the implementation of a shared ownership approach to procurements in which the commercial team proactively engage with stakeholders to deliver value for money and effective mitigation of risk in commercial relationships
- d. Implement and manage the model for performance measurement in commercial arrangements and procurement

Manage risk in commercial arrangements within agreed categories and/or organisational area

- a. Implement the framework for managing insurable and commercial risk
- b. Ensure budgetary units understand and address their commercial and insurable risks in their business continuity planning
- c. Contribute to the maintenance of the Finance Division risk register and business continuity plan as required

Monitor and report value for money within agreed categories and/or organisational area

- a. Identify, capture and analyse relevant data sets to help deliver and demonstrate value for money opportunities and outcomes
- b. Provide monthly, periodic and adhoc management reports and information in respect of commercial transactions and arrangements within a structured reporting framework
- c. Monitor and report value for money performance to internal and external stakeholders

Manage and develop effective relationships in high value and/or high risk strategic areas and initiatives

- a. Represent the department in major strategic project and procurement initiatives
- b. Develop effective ways of working with key stakeholders within high value and/or high risk strategic areas including Sussex Estates and Facilities, IT services and the Library.

4. Person Specification

SKILLS / ABILITIES	ESSENTIAL	DESIRABLE
Able to establish effective working relationships with and to constantly improve the performance of one direct report		X
Able to engage with internal and external partners and stakeholders to understand and support their strategic aims and change objectives	X	
Able to apply financial and commercial acumen appropriate to the delivery of Procurement in a complex organisation	X	
Able to devise and implement plans for the delivery of overarching strategic aims in a section of the business	X	
Able to deliver a plan to agreed quality standards against time constrained objectives and milestones	X	
An accomplished team player who will work with Business managers, colleagues and peers to achieve institutional aims within a section of the organisation	X	

KNOWLEDGE	ESSENTIAL	DESIRABLE
Working knowledge of the principles of Procurement in the context of an organisation of similar size and complexity operating in a competitive environment	X	
Expert knowledge of Procurement regulations and best practice including public procurement	X	
Working knowledge of best practices in support of commercial business transactions to deliver best value and effective mitigation of risk.	X	
Knowledge of a broad range of regulation and law relating to contracts and commercial business activity.	X	
A demonstrable understanding of the principles of insurance cover and services		X
knowledge of the principles of business continuity management		X
Knowledge of the principles of business investment appraisal		X
Working knowledge of business systems and processes including those in support of P2P and S2C business transactions	X	
Knowledge of Higher Education, its context and funding arrangements		X

EXPERIENCE	ESSENTIAL	DESIRABLE
Successful experience of implementing a plan for the delivery of Procurement in commercial business	X	

transactions in a section of an organisation of similar size and complexity		
Able to demonstrate successful experience of Managing the constantly improving performance of professionals, through the effective organisation of working arrangements		X
Proven experience of Planning the business cycle of commercial procurements and service delivery requirements in a section of an organisation	X	
Experience of successfully Managing and supporting the procurement activity of a diverse range of goods and services in an organisation of similar size and complexity. Support to a section of the business or management of a category of spend for the whole organisation	X	
Managing public procurements and experience within a commercial environment	X	
Providing support and advice to stakeholders engaging in the delivery of services on commercial terms.	X	
Providing risk management advice and support for business continuity planning to business managers	X	
Procuring goods and services of strategic significance including fuel and power, IT equipment and services, capital projects, Scientific equipment	X	
Development and implementation of business systems and processes in support of commercial business activity including P2P/S2C in a section of the business		X
Working collaboratively with third party business partners to achieve successful outcomes	X	
Wide experience of developing and producing regular management information and reports and the impact that these have had	X	
Working with groups of stakeholders to deliver value for money in a complex organisation	X	
Implementing and managing process, systems and data sources to support Procurement performance monitoring		X
Managing a change project or part of a change project involving people, business process and systems within a section of an organisation of similar size and complexity	X	

QUALIFICATIONS	ESSENTIAL	DESIRABLE
Fully Qualified MCIPS		X
Demonstrable experience in a similar role in an organisation of similar size and complexity showing constant personal development	X	

PERSONAL ATTRIBUTES	ESSENTIAL	DESIRABLE
A capable manager and motivator	X	
A competent, persuasive, credible and effective communicator	X	

An accomplished strategic thinker	X	
Highly motivated with very high standards of professionalism, service and quality	X	