Post Title: Senior Procurement Consultant (fixed-term)
School/department: Procurement Department: Finance Division
Hours: Full or part-time hours will be considered up to 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: Fixed term for 2 years
Reference: 10269
Salary: starting at £43,414 to £51,805 per annum, pro rata if part time
Placed on: 05 December 2022
Closing date: 11 January 2023. Applications must be received by midnight of this date.
Expected Interview date: to be confirmed
Expected start date: February 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 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.

This is a fixed-term role that will focus on the establishment of a new hybrid delivery model
for the University’s facilities management.

You will lead in securing value for money from areas of the University’s commercial
relationships, with primary responsibility for expenditure relating to an assigned category, or
categories, of spend. In addition you will have a background in procurement and be
experienced at leading tenders, competitive negotiations, supplier and stakeholder
management at a senior level. Experience of working within the Public Contracts
Regulations, within the relevant category and having previous line management
responsibility are desirable. We will happily talk to individuals with the right attitude and
general experience who can adapt their skillset accordingly.

This role has been mapped as equivalent to the “Professional” competence level in the CIPS
Global Standards. The post holder will therefore be expected to demonstrate equivalent
knowledge and capability, and maintain a performance level up to and including this
competence threshold.
• Lead pre-procurement, sourcing and contract management activity including strategy development, market engagement, tendering, negotiation, supplier debriefing, contract & performance management and exit activity where required. These will often be for large, complex requirements compliant with the Public Contracts Regulations.
• Drive value for money in commercial contracts, transactions and arrangements for procuring goods and services and in ongoing relationships with suppliers.
• Leading 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
• Represent the Procurement department in major strategic project and procurement initiatives, providing clear and constructive input, leadership, guidance and advice and sitting on relevant project/programme boards or working groups.
• Develop and manage productive relationships with senior stakeholders and suppliers to support delivery, implementation and management of commercial services, contract management and sourcing strategies.
• Ensuring 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 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.

Please contact Claire Hutchinson Head of Strategic Procurement (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: Senior Procurement Consultant

Department: Procurement
Section/Unit/School: Finance
Location: Hybrid - Sussex House / Remote Working
Grade: G8
Responsible to: Head of Strategic Procurement
Responsible for: Procurement Consultant / Procurement Advisor

Role description:

Lead in the provision of expert advice and insight within relevant specialist area to help to address problems, make recommendations and propose improvements to maximise efficiency and effectiveness.

PRINCIPAL ACCOUNTABILITIES

- Lead on the provision of 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.
- Supports and implements the strategic direction set by the Head of Strategic Procurement
- 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
• Where required, lead a small team of colleagues in area of expertise
• 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 and within external networks leading on the 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 role does not have any budget responsibility.
• This role does have any line management responsibility.
• This role does not have any responsibilities for equipment or premises.
• The post holder reports to the Head of Strategic Procurement, working under broad direction to enable the post holder to manage their own work and that of their team members, to achieve their agreed objectives. The role holder will play a key role as part of the Divisional leadership team in supporting the achievement of 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 others 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 technical messages in a way that can be understood by most stakeholders.

5. Ability to work flexibly within a small team and on own initiative.

6. Analytical skills with the ability to generate effective solutions and make effective decisions.


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 “Professional” level on the CIPS Global Standards.

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 complexity of requirement and stakeholder management.

2. Fully Qualified MCIPS or working towards

3. PRINCE2 Project Management qualification