

Post Title: Senior Procurement Consultant

School/department: Procurement - Finance

Hours: Full Time or part time hours considered up to 1FTE.

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).

Contract: Permanent

Reference: 7954

Salary: starting at £42,149 to £50,296 per annum, pro rata if part time

Placed on: 10 May 2022

Closing date: 06 June 2022. Applications must be received by midnight of the closing date.

Expected interview date: TBC

Expected start date: As soon as possible

The University of Sussex is seeking a senior Procurement professional to join our strategic team.

The University is embarking on an exciting period of strategic investment, focussing heavily on IT and Estates through a series of capital investment projects to develop our campus, teaching and research infrastructure. This post will play a lead role in delivering procurement activity for these investment roadmaps, achieving transformative outputs over the next few years.

The successful candidate 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.

The University has recently launched Sustainable Sussex, and the aims and objectives of this policy will be embedded within everything we do. The successful candidate will have strong knowledge, skills and passion to support and drive these objectives within our third party spend.

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.



UNIVERSITY
OF SUSSEX

- * 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.

The following may be useful to candidates in understanding Sussex and in understanding the role.

Sustainable Sussex:

<https://www.sussex.ac.uk/about/sustainable-university>

Sussex 2025 Strategy:

<http://www.sussex.ac.uk/strategy2025/>

Working at Sussex & Staff Benefits:

<https://www.sussex.ac.uk/about/jobs/working-at-sussex>

<http://www.sussex.ac.uk/humanresources/reward-and-benefits>

The University operates a "Flexible by Default" employment strategy, please feel free to contact us for more information or to confirm any specific requirements/concerns you may have.

We currently expect to operate a hybrid working pattern, with a combination of home and campus working across Professional Services and the Finance Division (including Procurement).

The University is set on a beautiful campus on the South Downs, has excellent transport links and parking on site along with ample space to secure bicycles. There are a theatre, two gyms, multiple cafes, restaurants and shops on campus, along with a range of activities and clubs which staff are able to participate in.

The University has an attractive Defined Benefit pension scheme, details of which can be found here:

<https://www.uss.co.uk>

Please contact Phil Neale p.neale@sussex.ac.uk, (01273 877136) for informal enquiries.

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

JOB DESCRIPTION

Job Title: Senior Procurement Consultant

Grade: G8

School/Division: Procurement - Finance

Location: Hybrid - Sussex House / Remote Working

Responsible to: Head of Procurement

Direct reports: Procurement Consultant / Procurement Advisor

Key contacts: Various across the University

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.
- 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



UNIVERSITY
OF SUSSEX

- 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 not have any line management responsibility.
 - This role does not have any responsibilities for equipment or premises.
- The post holder reports to the Head of 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.

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 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 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
7. Competent IT skills to effectively manager own workload – MS Suite. Experience using functional databases.

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