



APUC

Advanced Procurement
for Universities & Colleges

EMPLOYEE BENEFITS

Why work
for us

Condensed Hours/ 9 Day Fortnight

Our full time colleagues work an average of 35 hours per week and, as long as they work 70 hours per fortnight, they can select to compress their hours to allow for a 9 day fortnight (a long weekend every 2 weeks), 4.5 days per week or work the same number of hours each day (5 x 7 hour days). Our default non-working time is a Friday but occasionally other days work better for all.

Day To Day Flexibility

Our aim is to provide a work life balance for everyone and we offer flexible work options for all including flexible start and end times and options to take longer or shorter lunches as preferred

Flexible Working

You can submit a flexible working request at any time during your employment with us - we have colleagues working in a variety of working patterns. If it works for you, and you can make it work for our clients, then we'll consider it!

Hybrid Working

We believe we can have the best of both worlds. We provide plentiful opportunities to collaborate, develop and build relationships with each other and our stakeholders in-person but also through saving travel time and allowing the focus on particular activities as they need through working remotely if they choose to.

Unless otherwise stated, we ask you to come into the office for around 5 days per fortnight. Our Trainees come in a bit more, and some colleagues come in most or all of the time. Some roles, like some of our Procurement Project Managers, are mostly remotely-based.

Holidays

Your holiday entitlement (given in hours) is equivalent of 40 x 7 hour days to cover bank holidays and the festive break.

Every year we are closed for the festive period (between Christmas and New Year) and Good Friday and Easter Monday.

Maternity, Paternity & Parental Leave

We offer enhanced maternity, paternity, shared parental pay (subject to eligibility criteria).

Pension Scheme & Life Insurance

You will be automatically enrolled into our pension scheme and our Group Life Assurance which is based on your annual salary (from day 1 of employment.)

MyLifestyle Benefits

Save on everyday spending with access to our mydiscounts portal, such as gym membership offers and supermarket vouchers.

We offer a Cycle-to-work scheme with Cycle Solutions and Halfords (maximum value £1,500).

Additional Staff Benefits

You'll also get access to Scotwest Credit Union which offers a range of affordable loans, mortgages and savings accounts.

Our Home & Technology benefit is an affordable way of accessing new technology by making savings on National Insurance. Products include tablets, laptops, desktops, SmartTV's, games consoles along with garden furniture and equipment, home improvement tools and more..

Health & Wellbeing

We have an Employee Wellbeing Policy and Annual Plan, a team of trained Mental Health First Aiders, and all of our people managers are trained in providing support for employees experiencing mental health issues.

Employee Assistance Programme (EAP)

Our EAP gives you access to a library of health and wellbeing articles, as well as allowing you to book counselling sessions.

Mental Health & Wellbeing Activities

Wellbeing activities and events are organised throughout the year in accordance with key national mental and physical health awareness dates.

Learning & Development

You'll get many opportunities to join our community of procurement professionals, join networking events and benefit from peer support.

All staff have regular performance reviews. We also have around three in person company events each year, plus the opportunity to attend an annual conference for the HE/FE sector in Scotland.

Career development is important to us and there are a variety of funding options to enable staff to pursue professional and leadership qualifications.

Colleague Recognition

Consultation & Representation

We have an Employee Representative and Consultation Group, who meet quarterly. Plus we often ask for feedback in a variety of ways at company events or through surveys

Employee Referral Scheme

Should you refer someone to one of our vacancies and they be successful, you will receive a £500 referral bonus.

Length of Service Award

Once you reach 10 years' service, you will receive a long service award with options.

Interested in applying for one of our positions?

Why not find out more?

For any questions about working at APUC, or to apply for an open role, please contact careers@apuc-scot.ac.uk

We are always interested in matching people to the right roles. If you can't see a suitable opportunity for you, send your CV to our People & Development Team who will be happy to review any prospective applications.

