



**APUC**

Advanced Procurement  
for Universities & Colleges

# Procurement Manager (Advanced) Edinburgh Napier University

**Hybrid working**

**Candidate Information Pack**



Visit Our Website

[apuc-scot.ac.uk](https://apuc-scot.ac.uk)





# Key Role Information



## Salary

Starting salary circa  
£45,000 per annum



## Location

Edinburgh Napier University  
Sighthill campus  
Hybrid working arrangements



## Employment & Hours

Permanent, Full time  
9 day fortnight  
Alternative working patterns or  
hours will be considered



## How to Apply

Send your CV and cover letter to  
[careers@apuc-scot.ac.uk](mailto:careers@apuc-scot.ac.uk)  
Closing date is 31<sup>st</sup> March 2026

# The Role

Reporting to the Head of Strategic Procurement within the University, the role holder will assume leadership of a defined portfolio of spend of approx. £20 million (focussed on Estates and our hosted construction innovation centre Built Environment-Smarter Transformation (BE-ST)) and own all supply chain activity in relation to this portfolio.

Additionally, the role holder will:

- Provide procurement business partnering for key internal client departments
- Deputise for the Head of Strategic Procurement where necessary.
- Have responsibility for one team member operating within your portfolio and be expected to display a positive, inclusive approach to mentoring/knowledge transfer across the whole team.
- Be proactive in stakeholder management where you are anticipating needs and work in a collaborative manner to identify and solve problems.

Since 2015, APUC has supported Edinburgh Napier University from their Sighthill Campus. ENU is ranked within the Top Ten modern University in the UK and ranked the top modern University in Scotland for both research power and research impact. The University is home to 19500 students from over 140 countries and are a post 92 University. Whilst you will be an employee of APUC, you will be dedicated to ENU on an ongoing basis.

# Person Specification

## Knowledge and Skills

- Accomplished procurement professional with demonstrable record of success in a similar role. Whilst public sector/higher education experience is advantageous, it is not essential.
- Have effective and responsive customer management skills;
- Attention to detail and a methodical approach to systems management and organisation
- Have the essential competencies of clarity of purpose, self confidence, integrity and influence

## Required Experience

- Detailed knowledge of EU/GPA level tendering and a familiarity of Public Contracts Scotland and PCS-Tender
- Legal aspects of supply chain management (ideally as they apply to estates and construction contracts)
- Meeting demanding targets and deadlines on a day to day basis
- Data analysis and production of management reports
- Advanced spreadsheet skills and the ability to use financial models

## Contacts and Relationships

- The post holder must build strong working relationships with all stakeholders and develop the reputation of APUC as a source of expert guidance and support both to institutional customers and suppliers

## About APUC

Advanced Procurement for Universities and Colleges (APUC) is the Centre of Procurement Expertise for, and owned jointly by, all of Scotland's Universities and Colleges. With collaboration, responsibility, and integrity at the heart of what we do, we're all about helping our member institutions achieve their objectives, whether you are putting together Framework Agreements, reducing the sector's carbon emissions or working directly in one of our client institutions.

Joining APUC means joining a community of peers, and getting the chance to get together often and having network opportunities throughout the year. Peer support and collaboration is integral to who we are at APUC.

We currently employ around 90 people, most of whom are based within Colleges and Universities but with some based in our regional offices in Stirling (HQ), Glasgow and Edinburgh.