



APUC

Advanced Procurement
for Universities & Colleges

Procurement Manager University of the Highlands and Islands

Hybrid - Highlands based

Candidate Information Pack



Visit Our Website

apuc-scot.ac.uk



Key Role Information



Salary

Circa £43,000 per annum



Location

Hybrid – weekly travel to Elgin and travel to other client institutions as required.

Suitable for someone living in, or intending to relocate to the Scottish Highlands.



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

The Role

APUC is a dynamic organisation, continually evolving to meet the needs of its client institutions. We are seeking an experienced procurement professional with a strong work ethic and the ambition to grow as new opportunities and challenges arise.

You should have proven experience in a similar role, with end-to-end tendering expertise and sound knowledge of public procurement regulations. Excellent stakeholder management and communication skills and the ability to work independently and manage priorities effectively.

As part of this role, you will:

- Join a well-established and supportive UHI Procurement Shared Service team with access to guidance from the wider APUC network.
- Work across a diverse geographical area that spans the beautiful Highlands and Islands - ideal for those seeking the opportunity to visit or live and work in unique institutions. The role is hybrid, with scheduled site visits. Your clients would include: UHI Argyll, UHI Moray, Scottish Association of Marine Science, Sabhal Mor Ostaig and the Highland Theological College.
- Focus on driving savings for institutions by analysing spend, identifying efficiencies, and delivering tenders aligned with their Forward Contracting Plans.
- Manage tendering activity across varied values and a breadth of commodities. Examples include Plumbing Services, Gas Service Maintenance, External Audit, various Capital Research Projects, and enhancing the responsible procurement agenda through various sustainability projects.
- Enjoy a unique opportunity to work across multiple organisations under one role - creating a challenging yet rewarding career path.

Person Specification

Knowledge and Skills

- Have effective and highly responsive customer management skills;
- Be of high intellectual calibre, with the highest ethical standards;
- Have the essential competencies of clarity of purpose, self-confidence, integrity with strong influencing ability;
- Have knowledge of Scottish/UK purchasing legislation as it relates to the HE/FE sector;
- Demonstrate sound commercial acumen;

Required Experience

- Have proven organisational skills and be capable of meeting demanding targets and deadlines on a day-to-day basis;
- Have extensive procurement experience including the management of end-to-end tender processes, contract drafting and negotiation and contract management;
- Experience in production and manipulation of procurement related data and production of management reports;
- Advanced data manipulation skills and the ability to use financial models

Contacts and Relationships

- The post holder must build strongworking relationships with relevant stakeholders and develop the reputation of APUC as a source of expert guidance and support both to institutional customers and suppliers; and,
- Must be able to influence, negotiate and achieve consensus with clients, colleagues and contractors.
- They must maintain a positive, supportive, can-do attitude at all times and be a role model for less senior staff.

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.