



APUC

Advanced Procurement
for Universities & Colleges

Procurement Manager (Operational) UHI Inverness

**Hybrid working - UHI Inverness or
any APUC core office (Glasgow,
Stirling or Edinburgh)**

Candidate Information Pack



Visit Our Website

apuc-scot.ac.uk





Key Role Information



Salary

Starting salary circa
£40,000 per annum



Location

UHI Inverness IV25NA or an
APUC Office location
(Glasgow, Stirling or Edinburgh)
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

The Role

We are recruiting for a Procurement Manager to work for APUC but based within UHI Inverness providing tendering support and guidance as well as ensuring that the relevant supporting activities including systems management and reporting are completed in line with institutional and statutory needs. They will be part of a well-established and supportive UHI Procurement Shared Service team, with full access to guidance and expertise from the wider APUC network.

The post holder will have the opportunity to work with a high performing college, in a modern campus setting in the capital of the Highlands & Islands. UHI Inverness is officially described as one of the top performing colleges in Scotland with a student satisfaction rating of 96% and an excellent student retention rate. The college is an integral organisation within the thriving local community.

The role is commodity based and therefore key stakeholders are mainly across the college departments of ICT, Professional Services, Student Services and Curriculum Resources. This offers a diverse tendering portfolio across a range of contract values and exciting project opportunities.

The post holder will be an ambassador for APUC, UHI Inverness, and the procurement profession generally and will demonstrate the highest levels of professionalism and ethical behaviour. APUC is an organisation that continues to develop to meet the dynamic needs of its client institutions, an experienced procurement / supply chain professional with a strong work ethic is therefore sought for this role with the ability and desire to develop further as opportunities and challenges present themselves.

Prospective candidates should have proven experience of working with in a similar role, and must have end to end tendering experience with appropriate knowledge of public procurement regulations. Of particular importance is excellent stakeholder management, communication skills and the ability to be self-directed.

Person Specification

Knowledge and Skills

- Have effective and highly responsive customer management skills;
- Be of high intellectual calibre, with the highest ethical standards;
- Membership of the Chartered Institute of Procurement and Supply is preferred, or willingness to work towards;
- Have the essential competencies of clarity of purpose, self-confidence, integrity and strong influencing power;
- Have operational knowledge of procurement legislation as it relates to the Higher/Further Education sector;
- Have a good and developing understanding of the key ethical/social & environmental impacts of strategic procurement management;
- Be conversant with generic (contract law etc) legal aspects of procurement;
- Demonstrate sound commercial acumen; and,
- Operational knowledge of the principles of contract drafting and negotiation.

Experience

- Experience of meeting demanding targets and deadlines on a day-to-day basis;
- Have practical procurement experience including contributing to tendering and contract management processes;
- Data analysis experience and production of management reports;
- Experience of reporting / analytical reporting; and,
- Advanced spreadsheet skills and the ability to use financial models to present efficiency performance.

Contracts 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.