



APUC

Advanced Procurement
for Universities & Colleges

Procurement Manager (Development) West College Scotland

Hybrid working

Candidate Information Pack



Visit Our Website

apuc-scot.ac.uk





Key Role Information



Salary

Starting salary circa
£33,000 per annum



Location

West College Scotland
Paisley 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
Closing date is 27 April 2026

The Role

This role offers an excellent opportunity for someone looking to develop their career within public procurement in a best-in-class organisation with strong pathways for professional growth. The role is well-suited either to applicants with existing procurement experience who are ready to take the next step, or to fast-learners with a background in general administration or financial administration who are keen to begin a career in procurement. Reporting to the (Lead) Procurement Manager within the College, the role holder will work for APUC but be based within West College Scotland, covering a wide variety of procurement and supply chain activities including:

- Providing advice and guidance on College contracts and use of national Procurement Framework Agreements
- Supporting end users to secure quotes in line with the College thresholds
- Carrying out low value/ and or low risk and/or low complex tenders/competitions (across all categories; supplies, services and works)
- Optimisation and maintenance of College Procurement and related systems (including, but not limited to, the Purchase to Pay (P2P) System and the Contract Management Systems)
- Procurement and P2P system training for end users
- Contract administration
- Supporting the (Lead) Procurement Manager in the support and delivery of procurement services with data collection, reporting and analysis

West College Scotland (WCS) have campuses in Clydebank, Greenock and Paisley and are;

- One of the biggest educational institutions in Scotland
- An award-winning College helping thousands of local people achieve their qualifications every year in their state of the art facilities
- A modern, ambitious and innovative College supporting students on the next step towards their future

Person Specification

Essential:

Skills & Knowledge

- High level attention to detail in all aspects of work;
- Ability to organise, adapt, prioritise own workload and to meet strict deadlines;
- Excellent communication skills;
- Collaborative teamworking approach;
- Effective and highly responsive customer management skills;
- Ability to identify and resolve problems;
- An interest in/willingness to develop expertise in Scottish/UK procurement legislation as it relates to the HE/FE sector

Experience

- Experience of meeting demanding targets and deadlines on a day to day basis
- Experience of data analysis using spreadsheets and production of management reports
- Proficient in use of MS Office applications

Desirable:

Skills & Knowledge

- Have working knowledge of Scottish/UK procurement legislation as it relates to the HE/FE sector;
- Have an understanding of the key ethical/social & environmental impacts of multi-level supply chain management
- Be conversant with generic (contract law etc) legal aspects of supply chain management
- Have an understanding of supply management negotiation
- Operational knowledge of the principles of contract drafting and negotiation
- CIPS Level 4 Diploma (or willing to work towards)

Experience

- Have procurement experience in an organisation with best in class public sector procurement practices
- Be experienced in the tendering and supply chain management methodologies

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.