



APUC

Advanced Procurement
for Universities & Colleges

Procurement Manager (Entry-Level) Edinburgh Napier University

Hybrid working

Candidate Information Pack



Visit Our Website

apuc-scot.ac.uk



Key Role Information



Salary

Starting salary circa
£28,500 per annum pro rated for
part time hours



Location

Edinburgh Napier University
Sighthill Campus
Hybrid working arrangements



Employment & Hours

Permanent, Part time
15 - 20 hours per week
Can be worked over 5 days or 9
days per fortnight



How to Apply

Send your CV and cover letter to
careers@apuc-scot.ac.uk
Closing date is 19 June 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 Head of Strategic Procurement within the University, the role holder will work for APUC but be based within Edinburgh Napier University, covering the relevant supporting activities including systems management and reporting are completed in line with institutional and statutory needs.

Edinburgh Napier University is a fast-paced, exciting environment with a tendering pipeline covering Estates, ICT, Professional Services and more. Procurement is well-regarded within the University – APUC have provided a shared service here since around 2015. Edinburgh Napier University is proud to be the #1 modern university in Scotland (Times Higher Education World University Rankings 2025) and the leading university in Edinburgh for student satisfaction for five years in a row (National Student Survey 2020–2024). They are also recognised as the top Scottish modern university for research power and impact (Research Excellence Framework 2021). They pride themselves on being the home of difference makers—an enterprising and innovative community, renowned internationally, with an unrivalled student learning experience. With more than 250 undergraduate and postgraduate courses and nearly 20,000 students from over 145 countries studying on campus in Edinburgh, online and at partner universities worldwide, they deliver meaningful, difference-making education and research for a rapidly changing world.

Person Specification

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
- CIPS Level 4 Diploma (or willing to work towards)

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

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.