



Procurement Manager (Operational) Edinburgh Napier University

Candidate Information Pack



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apuc-scot.ac.uk





Key Role Information



Salary Range

£34K - £37K per annum
Dependent on experience



Location

Edinburgh Napier University
Sighthill campus
5 days per fortnight on-site
attendance required



Employment & Hours

Permanent, Full Time
9 day fortnight working pattern
(long weekend every 2 weeks or
half day every Friday)



Closing Date

16th September 2026
(We'll facilitate a start date as
soon as possible, but it is
mutually agreeable)

About the Role

APUC is seeking a Procurement Manager (Operational) to join our team to provide the delivery of high-quality procurement services, for the Property and Facilities (P&F) department at Edinburgh Napier University and Built Environment – Smarter Transformation (BE-ST), Scotland's national innovation centre for construction and the built environment.

This is an excellent opportunity for a recent graduate or an individual at the start of their career in procurement, finance or a related field to develop their career. The ideal candidate must have a keen interest in working within the higher education public procurement sector.

Working alongside the Lead Portfolio Procurement Manager for P&F and BE-ST within the University, the role holder will work closely with both procurement professionals and stakeholders across the University to provide the successful delivery of strategic procurement initiatives including data analysis, procurement strategy, contract management, responsible procurement and tenders compliant with Scotland's public procurement regulations. You will play an important role in supporting the University to achieve best value and responsible procurement goals along with regulatory compliance whilst building a career in a varied and supportive environment.

The role also offers the opportunity to study towards Membership of the Chartered Institute of Procurement and Supply (MCIPS) providing a strong foundation for a successful long-term procurement career

About Edinburgh Napier University

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.

Their operations are spread across 3 campuses in Edinburgh: Craiglockhart, Merchiston and the base for this role: Sighthill. ENU 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.

Person Specification

We're interested in individuals with strong potential, curiosity and a desire to develop a career in procurement.

Knowledge

- Basic awareness of UK/Scottish public sector procurement regulations and guidance including the Procurement Journey
- Basic understanding of contract management and how to build positive relationships with suppliers
- Awareness of ethical, social and environmental considerations in responsible procurement
- Awareness of how higher education sector operates and the needs of key stakeholders
- Basic understanding of data analysis and reporting techniques
- Awareness of whole life costing and how costs can be considered over the lifetime when procuring goods and services

Skills

- Strong analytical and problem-solving skills
- High level of attention to detail and accuracy
- Excellent written skills, with the ability to prepare clear reports and procurement documentation
- Confident communicator and ability to build positive working relationships with stakeholders across the University and suppliers
- Proficiency in Microsoft Excel and other Microsoft 365 applications
- Strong organisational and time management skills with the ability to manage multiple priorities and meet deadlines on a day-to-day basis
- Willingness to learn and develop procurement knowledge and skills
- Work effectively as part of a small team with a flexible approach to support a variety of tasks
- CIPS Level 4 Diploma (or willing to work towards)

Contacts and Relationships

- Success in this role will depend on your ability to 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, 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 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.

Why Work at APUC

- 35-hour working week with flexible start and end times, including compressed hours and the option of a 9-day fortnight or 4.5 day week.
- Hybrid working, with only 5 office days per fortnight and flexibility to attend more often if desired.
- In-person and online events throughout the year to make sure we stay well connected.
- Generous holiday entitlement (given in hours) equivalent of 26 x 7 hour days and an additional 14 x 7 hour fixed and floating days to cover bank holidays and the festive break. Office closure during the Christmas and New Year period, as well as Good Friday and Easter Monday.
- Competitive pension scheme and Group Life Assurance from day one.
- Enhanced maternity, paternity and shared parental pay (subject to eligibility).
- Ongoing learning and development opportunities, including funding options for professional qualifications, leadership development and internal training programmes.
- Cycle to Work Scheme, Home & Technology and a range of employee discounts through our benefits platform.
- Membership access to Scotwest Credit Union.
- A strong focus on wellbeing, including an Employee Assistance Programme, Mental Health First Aiders, wellbeing events and trained people managers.
- Opportunities to have your voice heard through regular staff feedback and employee representative groups.



Contact Us

Morgan Cramb
People & Development Coordinator
0131 442 8930
careers@apuc-scot.ac.uk

APUC Limited
Unit 27, Stirling Business Centre, Wellgreen, Stirling, FK8 2DZ
0131 442 8930
apuc-scot.ac.uk