



**APUC**

Advanced Procurement  
for Universities & Colleges

# Sourcing Manager Estates Category

Based in Glasgow or Stirling  
(Hybrid working)

Candidate Information Pack



Visit Our Website  
[apuc-scot.ac.uk](https://apuc-scot.ac.uk)



## Key Role Information



### Salary Range

£34K - £39K per annum  
Dependent on experience



### Location

Glasgow office (G4 0BA) or  
Stirling office (FK8 2DZ)  
Hybrid working available



### Employment & Hours

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



### Closing Date

Friday 28<sup>th</sup> August 2026

# About The Role

We are excited to offer an excellent opportunity for a passionate and ambitious procurement professional seeking the next step in their career. This role focuses on the procurement of goods and services within the Higher and Further Education (HE/FE) sectors in Scotland across the wide and varied landscape of the Estates & Facilities area. We welcome applications from individuals with good procurement experience, eager to join our team. This is a strategically important position within APUC, offering a chance to make a meaningful impact. The post holder role will have their own portfolio of Framework Agreements and will lead, promote, and support collaborative procurement activities, including contractor and contract management and responsible procurement practices. They will also serve as a key representative of strategic procurement, assisting the drive and delivery of best practices across the sector to ensure responsible and sustainable procurement and best value are implemented effectively.

The role reports to the Head of Sourcing and sits within the Estates Category team, part of the wider Strategic Sourcing Team. The individual should have strong knowledge of procurement processes and practices, engaged and invested in sustainability, in particular regarding the impacts of climate change and the development of social value, and have excellent interpersonal skills to engage and influence with a wide range of internal and external stakeholders and the supply chain. The role will also play an important part in the delivery of supply chain management across a broad range of goods and service areas for APUC and across the sector.

The post holder will be an ambassador for APUC, the HE/FE sectors and for the professions generally. They must demonstrate the highest levels of professionalism and ethical behaviour, whilst working with a passion to bring positive change and value for money to the sector.

# Person Specification

## Knowledge & Skills:

- **Qualifications:** Membership of the Chartered Institute of Purchasing and Supply or working towards this (preferred).
- **Personal Skills:** Be a professional, credible procurement manager, have the essential competencies of clarity of purpose, self-confidence, integrity with strong influencing ability.
- **Judgement Skills:** To be able to deal with demanding situations calmly while demonstrating empathy and respect.
- **Legislative Knowledge:** Strong knowledge of UK and Scottish procurement legislation as it relates to the HE/FE sector and of the legislative requirements of other Framework Agreements available and accessible to the sector.
- **Project Management Skills:** Have proven skills in meeting demanding targets and deadlines on a day to day basis.
- **Commercial Analysis:** Should demonstrate sound commercial knowledge and good numeracy skills.
- **Strong Negotiation & Communication Skills:** Experience of contract drafting and negotiation and the ability to effectively influence and engage stakeholders at all levels within the organisation.
- **Systems:** Knowledge and Understanding of the systems and processes utilised in the procurement of goods and services.
- **Understanding of Supply Chain Impacts:** Expertise in the ethical, social, and environmental impacts of multi-level supply chain management, particularly concerning modern slavery, human rights, biodiversity, and climate change.
- **Customer Management:** Provide outstanding customer and stakeholder service levels including responding quickly and flexible to all reasonable requests for information and/or support.
- **Attention to Detail:** A methodical approach to systems management and organisational tasks, ensuring accuracy and thoroughness in execution.
- **High Intellectual Calibre & Ethical Standards:** Demonstrates exceptional intellectual capacity paired with the highest levels of integrity and ethical conduct.

# Person Specification (continued)

## Responsibilities:

- Deputise for the Head of Sourcing where required.
- Undertake end to end tendering for the Framework Agreements in their portfolio for the category, and the implementation and promotion of such Framework Agreements.
- Undertake strategy development and market analysis work to accurately define the clients' needs and translate that into flexible but effective specifications for tendering and contract management.
- Contract Management of the majority of suppliers within their portfolio of work with support from the Head of Sourcing where required.
- Embed responsible procurement activity into the end-to-end tendering process and provide input into key organisational responsible procurement activity.
- Manage or participate in other projects as required from time to time.
- Collate, analyse and disseminate various management information.
- Have knowledge of the ethical/social and environmental impacts occurring in the supply chain and actively take steps to identify and rectify areas of concerns/areas for improvement.
- Liaise with the various stakeholders to provide and receive key information, providing ad hoc information and analysis as required.
- Undertake negotiations within the scope of the role with support from the Head of Sourcing where required.
- Apply financial knowledge and understanding to enable appraisal of supplier's financial positions, total costing, and the compliance of Framework Agreements.
- Undertake any other reasonable duties at the appropriate level as required by the company from time to time.

## Contacts & Relationships:

- The post holder must build strong working relationships with all stakeholders and foster the reputation of APUC as a source of expert guidance and support on sustainability and responsible procurement both to institutional customers and to 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

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