



Procurement Coordinator UHI Perth

Hybrid Working Options

Candidate Information Pack



Visit Our Website

apuc-scot.ac.uk



Key Role Information



Salary

Circa £28,000 - £33,000 per annum
Dependent on experience



Location

UHI Perth
Onsite attendance required
Hybrid working options available



Employment & Hours

Permanent, Full Time
9 day fortnight as standard
(every second Friday off or 4.5 day week)
Alternative working patterns or hours will
be considered



How to Apply

Closing date is 7th October 2026
Send your CV and cover letter to
careers@apuc-scot.ac.uk

About The Role

The purpose of this role is to support UHI Perth's procurement function in delivering effective day-to-day procurement activities. Working closely with the Procurement Manager (Advanced) at the College and under the guidance of a line manager (Senior Procurement Manager - College Services North), the post holder will develop practical procurement knowledge and skills while contributing to the efficient management of procurement processes across the College.

The role involves managing the procurement helpdesk, ensuring enquiries and procurement requests are handled efficiently, while offering accurate guidance and building positive relationships with stakeholders. Responsibilities also include:

- Maintain client institution contract register
- Support procurement team in day-to-day activities
- Analyse spend information and produce reports based on this analysis.
- Undertake low value / low risk / low complexity procurement activity under supervision.
- Build and maintain positive, professional relationships within the client institution and the wider sector (where necessary).
- Communicate, using a variety of methods, across the client institution in a concise, accurate fashion as required.

The institutional procurement service is responsible for delivering value for money through cost reduction, cost avoidance, demand aggregation, supplier management, market intelligence, and the promotion of ethical, social, and environmental procurement practices. The role contributes to maintaining high standards of procurement excellence and continuous improvement.

Person Specification

Knowledge and Skills

- Minimum 2 Highers, Grades A-C (or equivalent). Also open to graduates;
- Prepared to study towards achieving Membership of the Chartered Institute of Procurement and Supply;
- Knowledge of MS Excel and MS Word;
- Ability to use MS Office and web applications;
- Good organisational skills;
- Good time management;
- Able to work on own initiative; and,
- Excellent work ethic and commitment.

Contacts and Relationships

- Frequent contact with Managers and other Institutional/APUC colleagues.
- Contact with staff from external agencies
- 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 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, 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.