APUC
Advanced Procurement for Universities & Colleges

Procurement Manager (Advanced)

Dundee & Angus College

Hybrid working (Based in Dundee)

Candidate Information Pack

Visit Our Website
apuc-scot.ac.uk



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Key Role Information

Salary

Starting salary circa
£45K-£50K per annum

Location

Kingsway Campus
Dundee, DD3 8LE
Hybrid working arrangements

Employment & Hours

Permanent, Full Time
9 day fortnight or 4.5 day week
Although other working patterns and hours will be considered

How to Apply

Send your CV and cover letter to
careers@apuc-scot.ac.uk

The Role

The Procurement Manager (Advanced) reports to the Senior Procurement Manager for College Services East at APUC and plays a key role in delivering strategic and operational procurement support to Dundee & Angus College.

The successful candidate will help ensure procurement activity contributes to the College's strategic objectives, delivering value for money, regulatory compliance and continuous improvement across the organisation. The role offers exposure to a broad range of procurement categories, providing the opportunity to lead and support a variety of procurement projects while developing strong relationships with stakeholders across the College.

Dundee & Angus College operates across three campuses:

- Arbroath Campus
- Gardyne Campus
- Kingsway Campus (base campus)

Dundee & Angus College has unveiled ambitious plans to drive economic growth and regeneration across both Dundee and Angus through a bold 10-year vision for learning, skills development, support and advice within the region. The College is working with local and national partners to develop an innovative, collaborative model that brings education, employability services and community support together under one roof for the first time in Scotland. Inspired by successful approaches pioneered in Australia and Scandinavia, this initiative reflects the College's commitment to innovation, partnership working and delivering positive outcomes for learners, employers and communities. This role offers the opportunity to contribute to these ambitions through the delivery of effective procurement solutions that support the College's strategic priorities and long-term success.

Responsibilities

- Maintain the Procurement Strategy for the institution and deliver the category strategies, jointly with institutional stakeholders;
- Manage senior and operational stakeholder and key supplier relationships;
- Manage routine higher value tendering and implementation of collaborative agreements in the institution;
- Manage the procurement of institution wide specific goods/services/works requirements;
- Develop and facilitate the procurement processes based on the “Procurement Journey” and provide operational guidance for / to those involved in lower value procurement below formal tender levels;
- Increase the Procurement Capability of the Institution;
- Assist in implementing the Scottish Government Sustainable Procurement Action Plan and move the institution to raising its attainment level versus the Flexible Framework;
- Assist in the delivery of institutional focussed procurement awareness training;
- Mentor / support / manage less senior procurement staff;
- Provide the key link from the institution to the APUC collaborative procurement team;
- Represent the institution on the various forums and contribute to sector wide joint initiatives in relation to procurement;
- Assist in undertaking statutory UK procurement reporting for the institution and routine procurement reporting from data for the relevant academic year; and,
- Implement the requirements of Procurement Legislation.

Person Specification

Knowledge and Skills

- Be of high intellectual calibre, with the highest ethical standards;
- Membership of the Chartered Institute of Purchasing and Supply or working towards this (preferred);
- Be a professional, credible manager with excellent general management skills and have the essential competencies of clarity of purpose, self-confidence, integrity with strong influencing ability;
- Have expert knowledge of EU & Equality purchasing legislation as it relates to the HE/FE sector;
- Demonstrate sound commercial acumen; and,
- Skilled in contract drafting and negotiation.

Experience

- Have proven project management skills and of meeting demanding targets and deadlines on a day-to-day basis;
- Have extensive procurement experience including the management of end-to-end tender processes, contract negotiation and contract management;
- Experience in production and manipulation of procurement related data and production of management reports;
- Experience of reporting / analytical reporting; and,
- Advanced spreadsheet skills and the ability to use financial models to present efficiency performance.

Contracts and Relationships

- 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 suppliers; and,
- Must be able to influence, negotiate and achieve consensus with clients, colleagues and contractors.
- They must maintain a positive, supportive, can-do attitude at all times and be a role model for less senior staff.

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.