



**APUC**

Advanced Procurement  
for Universities & Colleges

# Procurement Manager (Entry- level) Forth Valley College

Candidate Information Pack



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[apuc-scot.ac.uk](http://apuc-scot.ac.uk)





# Key Role Information



## Salary Range

£27,000 - £33,000  
Pro-rated for part time hours  
Dependent on experience



## Location

Falkirk campus  
Hybrid working options  
available



## Employment & Hours

Permanent, Part Time  
21 hours per week



## Closing Date

23 October 2026

# About The Role

This role is an exciting opportunity for someone looking to progress their career within public procurement in a best in class organisation with opportunities for career development. This role is suitable as a next step if you have some procurement experience which you are looking to build on or whether you are a fast-learner with general administrative or financial administration experience and are looking to start a career in procurement. Reporting to the (Lead) Procurement Manager within the College, the role holder will work for APUC but be based within Forth Valley College, covering a wide variety of procurement and supply chain activities including:

- Optimisation and maintenance of College Procurement and related systems
- Supporting end users to secure quotes in line with the College thresholds
- Providing advice and guidance on College Contracts and use of national Procurement Framework Agreements
- Contract Administration
- Supporting and advising stakeholders on general procurement enquiries
- Liaising with suppliers
- Supporting the (Lead) Procurement Manager in the support and delivery of procurement services with data collection, reporting and analysis
- Carrying out low value/ and or low risk and/or low complex tenders/competitions.

As one of Scotland's leading providers of education and training, Forth Valley College delivers more than 750 courses to students across its main campuses in Alloa, Falkirk and Stirling. It offers a vibrant student community and high-quality learning experiences. The courses and training opportunities are designed to help students realise their potential and develop the skills that employers need. The provision ranges from access to degree level and includes full-time and part-time courses, evening classes, flexible and online learning, vocational qualifications, and business training courses. The College welcomes approx. 12,000 students per academic session with 97% of learners progressing to further studies or employment upon completion of their course.

# Person Specification

## Essential 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

## Essential Experience:

- Meeting demanding targets and deadlines on a day to day basis
- 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, 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.



# Contact Us

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