

**University of Derby Job Description**

# **Job Summary**

## **Job Title**

Purchasing Officer

## **College/Department**

Commercial and Procurement

## **Location**

Kedleston Road, Derby

## **Job Reference Number**

0406-22-R

## **Salary**

£21,007 To £22,627 per annum

## **Reports To**

Purchasing Manager

## **Line Management Responsibility**

No

# **Job Description and Person Specification**

## **Role Summary**

The Purchasing Officer role will be able to process and manage the lifecycle from requisition to Purchase Orders, via Oracle Cloud for more complex transactions requiring intervention. As part of the Purchasing Services team, this role will involve reviewing requisitions and establishing additional information where required and will interface with internal members of staff and external stakeholders and suppliers.

## **Principal Accountabilities**

1. Take responsibility and ownership to ensure the University’s Purchasing Policy and procedures are adhered to. This requires a thorough understanding of the Policy with the ability to communicate with and challenge stakeholders as appropriate.
2. Manage the requisition to order process for goods and services using Oracle Cloud, including, where appropriate, making purchases via the University’s credit card systems. This includes understanding the complexity of Framework Agreements, where to buy from, how to buy, what terms and conditions to use and what tenders are currently published.
3. Support the Procurement team by undertaking Supply and Market Analysis to obtain the best value for money, using e-procurement tools, HE contracts database and internal knowledge, including actively identifying trends of low value spend.
4. Lead on ensuring University wide Request for Quotations under £25K and Dispensations are recorded appropriately and savings are registered.
5. Responsible for supplier on-boarding process and assisting suppliers with any queries and subsequently supporting the supplier relationship management programme providing supplier performance and spend data.
6. Maintain the Purchasing pages on Workspace/Intranet and manage the buyer dashboard in Oracle to ensure orders are completed and closed in a timely manner and to support prompt payment of invoices.
7. Advise the Purchasing Assistants on day to day queries they require support on and in the absence of the Purchasing Manager assume responsibility for the management of the requisition inbox and lead on responding to queries.
8. Subject Matter Expert’ (SME) for Oracle Cloud including designing and providing management information and reports for both internal use and reporting to external bodies.
9. Ensure all work undertaken is recorded and processed in accordance with University financial procedures, regulations and Purchasing Policy, including maintenance of archive materials, in a timely manner. A full understanding of both policies is required to ensure this is completed.
10. Lead on a number of targeted user groups to develop knowledge across the University and improve the end user experience.
11. Support stakeholders in the understanding of the Procurement Policy and best procurement practices, answering any queries that arise. This requires an in-depth knowledge of Procurement regulations, Oracle Cloud and the Procurement Policy.
12. Undertake any other duties as required and appropriate to the post in line with current and future business needs.

This is the job description as it is at present, but is subject to change in line with the needs of the business. Any such change will be through discussion with the individual. The individual will be expected to undertake any other reasonable duties commensurate with the grade/level of the role.

## **Person Specification**

### **Essential Criteria**

#### **Qualifications**

* GCSE Maths and English at Grade C or above or equivalent qualification.
* A Levels or equivalent qualification/experience.

#### **Experience**

* Experience of applying organisational procedures and ensuring compliance.
* Experience of working with customers often to demanding timescales.
* Experience of using IT and web based systems.

#### **Skills, knowledge & abilities**

* Has an understanding of purchasing and commercial awareness.
* Produces accurate written communication that is well structured.
* Evidence of problem solving.
* Can use their initiative in ensuring correct process and policies are followed by self and others.
* Able to provide a high level of customer service to a wide range of internal and external customers and colleagues with confidence and the ability to challenge where appropriate.
* Has an eye for detail and produces consistent high quality work.
* Manages own time effectively ensuring deadlines set are consistently met.
* Communicates with team members to ensure efficient and effective completion of work within required timescales.
* Is polite and courteous and has a helpful intent.
* Approaches work with a positive “can-do” attitude seeing new tasks as a challenge not an obstacle.

#### **Business requirements**

* Willing to travel and work at other sites or locations as necessary.
* Ability to be flexible within the working pattern to meet the business needs e.g. Working evenings, weekend or extended hours.

### **Desirable Criteria**

#### **Qualifications**

* Level 3 CIPS (Chartered Institute of Purchasing and Supply) qualification or willingness to undertake to at least a Level 3.
* Customer Care / Business Administration qualifications.

#### **Experience**

* Experience of working in an educational business environment.

#### **Skills, knowledge and abilities**

* Understanding of Procurement processes/regulations.

# **Benefits**

As well as competitive pay scales, we offer generous holiday entitlement. We also offer opportunities for further salary progression based on performance, and the opportunity to join a contributory pension scheme.

The University of Derby is committed to promoting equality, diversity and inclusion. However you identify, we actively celebrate the knowledge, experience and talents each person brings

For more information on the benefits of working at the University of Derby go to [the Benefit pages of our website.](https://jobs.derby.ac.uk/display.aspx?id=1912&pid=0&tabId=230)