



OPPORTUNITY

Procurement Assistant

Reference: 0069-24

Grade: 6

Salary: £25,742 to £27,979, per annum, depending on experience

Contract Type: Permanent

Basis: Full-time

Job description

Job Purpose:

Reporting to the Head of Procurement and Insurance and working closely with the Procurement and Insurance Services Team, the Procurement Assistant will be responsible for providing administrative and analytical support to the procurement and insurance function in the University; including, managing internet web pages, managing work and savings logs, running ad hoc reports, assisting the team to run procurement projects, producing procurement communications, monitoring spend, approving new suppliers and dealing with internal and external enquiries.

Main duties and responsibilities

- ▶ Maintain procurement information detailed on the University's Intranet and internet.
- ▶ Monitor and analyse new supplier requests and action according to established procedures.
- ▶ Collect and collate monthly management report for the procurement function.
- ▶ Provide support to the Head of Procurement and Insurance and the procurement team as required.
- ▶ Update and utilise the University's e-tendering system to manage the tender process.
- ▶ Liaise with members of staff and external suppliers at all levels.
- ▶ Support the Procurement Team with delivering procurement projects.
- ▶ Manage communications for the Procurement Team by producing the monthly procurement newsletter.
- ▶ Manage routine tasks such as responding to telephone, email and in-person queries, producing procurement communications and monitoring and logging over £25k spend alerts.
- ▶ Develop an understanding and apply the principles of sustainable procurement as well as meeting set sustainable procurement objectives.
- ▶ Support and provide cover for the Insurance Officer and deal with straightforward insurance-related enquiries and follow established insurance processes.
- ▶ Carry out other duties relevant to the grade.

Additional responsibilities

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes fairness in all matters, and which engenders trust.

- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

Person specification

	Essential	Method of assessment
Education and qualifications	Educated to “O” level or GCSE standard or equivalent (including Maths and English).	Application form
Experience	<p>Experience of working in an administration role in a busy team, servicing a large customer base.</p> <p>Proven ability of working independently with customer-oriented approach</p> <p>Proven ability to manage your own workload.</p> <p>Experience of interrogating various sources of data and producing reports in a clear intelligent format.</p>	Application form and interview
Aptitude and skills	<p>Strong interpersonal skills.</p> <p>Able to be methodical and accurate in recording information.</p> <p>Flexibility and willingness to work as a member of a team to achieve desired outcomes.</p> <p>IT literate with advanced knowledge of Microsoft Office software, (including Word, Excel. PowerPoint and Teams) and use of computerised systems.</p> <p>Ability to produce high quality written communication with both external and internal customers.</p> <p>Ability to develop working relationships with key stakeholders across the University.</p>	Application form and interview

	Essential	Method of assessment
	<p>Ability to prioritise and plan work effectively.</p> <p>Ability to take the initiative.</p> <p>Be proactive with a “can do” attitude.</p> <p>Excellent time management.</p> <p>Good problem-solving techniques.</p> <p>Ability to work effectively within a team.</p>	

	Desirable	Method of assessment
Education and qualifications	CIPS Foundation Level by examination progressing to full CIPS Graduate Diploma.	Application form
Experience	<p>Knowledge of procurement within the HE/public sector.</p> <p>Previous experience of managing performance data/information.</p> <p>Experience of working within a university setting.</p> <p>Experience with Agresso or similar financial P2P system.</p> <p>Experience of contract management and implementing change and efficiencies.</p> <p>Experience of using ProContract or similar e-tendering system.</p>	Application form and interview
Aptitude and Skills	<p>Knowledge of procurement processes.</p> <p>Knowledge of risk management and legal implications linked to procurement.</p> <p>Knowledge of insurance.</p>	Application form and interview

	Desirable	Method of assessment
	Understanding of Public Contracts Regulations tendering procedures.	

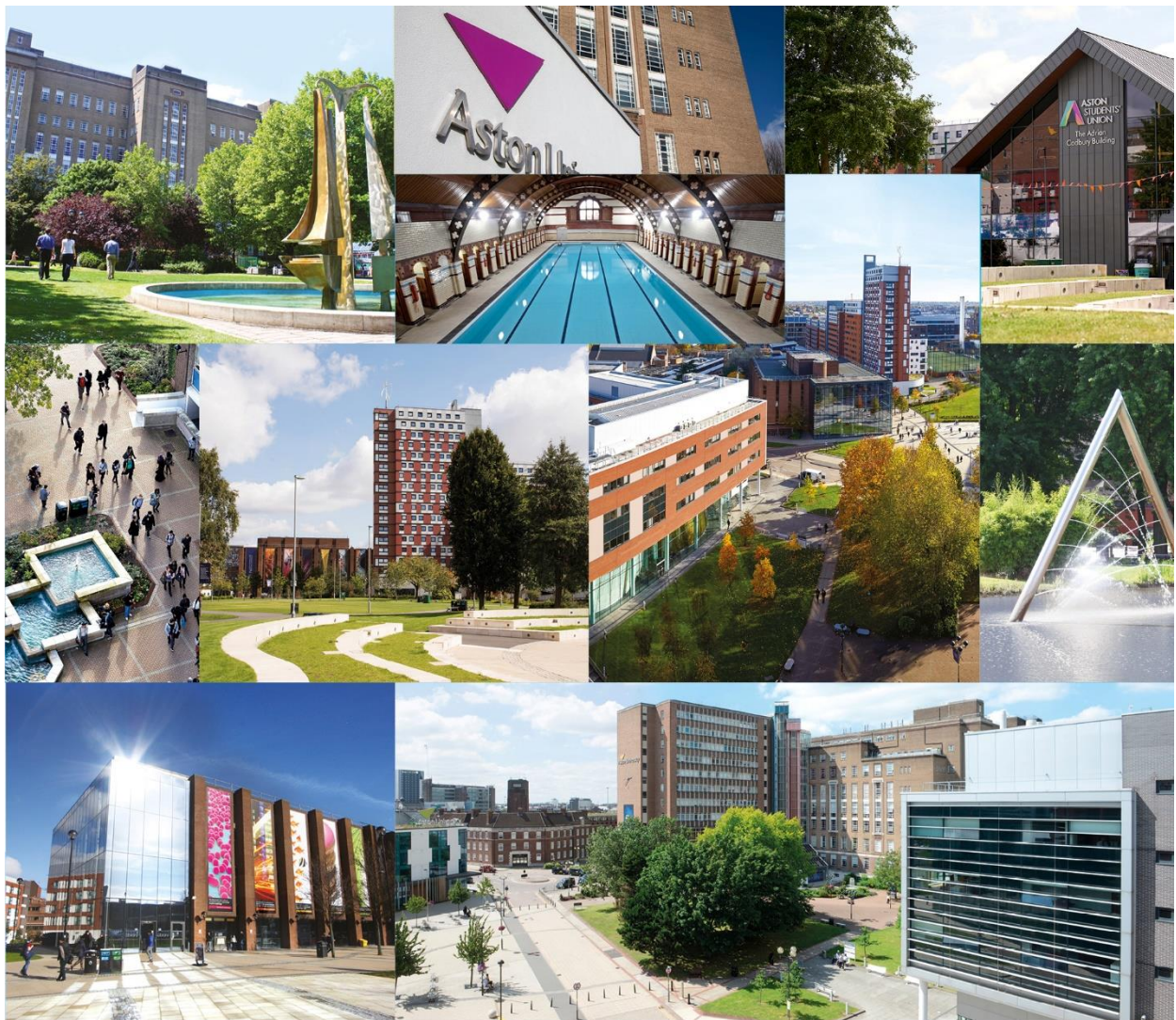
How to apply

You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 23.59 on the advertised closing date.
All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted.

If you require a manual application form, then please contact the Recruitment Team via recruitment@aston.ac.uk



Contact information

Enquiries about the vacancy:

Name: Neil Bayliss

Job Title: Head Of Procurement And Insurance

Email: n.bayliss@aston.ac.uk

Enquiries about the application process, shortlisting, or interviews:

Recruitment Team via recruitment@aston.ac.uk

Additional information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits Aston University staff enjoy

Salary scales: <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

Benefits: <https://www2.aston.ac.uk/staff-public/hr/Benefits-and-Rewards/index>

Working in Birmingham: <https://www2.aston.ac.uk/birmingham>

Employment of Ex-Offenders: Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they are applying for is listed an exception under the act.

Eligibility to work in the UK:

Non-British/Irish citizens moving to the UK to work will need to apply for a visa in advance. You can find more information about visas for work on the gov.uk website [here](#).

Before applying for this role, you should ensure that you meet the requirements, including meeting the English Language requirements. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful.

The most common types of visa to work in the UK are:

Skilled Worker Visa

<https://www.gov.uk/skilled-worker-visa>

Global Talent Visa

If you are a leader or potential leader in one of the following fields, you may be eligible to apply for a Global Talent Visa:

- Academia or Research
- Arts and Culture
- Digital Technology

You can find information about the Global Talent Visa on the gov.uk website [here](#), and on the Royal Society website [here](#).

You can also find further information about work visa options on our website [here](#).

Equal Opportunities: Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national, and international level.

The University will endeavour not to discriminate unfairly or illegally, directly, or indirectly, against student or potential students, staff, or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

Data Protection: Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policies>

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**Where change
gets real.**