



**OPPORTUNITY**

Where change  
gets real.



**Reference: 0234-24**

**Grade: 7/8**

**Salary: £29,605 to £34,980 (Procurement Officer) or £37,099 to £44,263 per annum ( Category Manager ), depending on experience**

**Contract Type: 1 x Permanent & 1 x Fixed Term Maternity Cover**

**Basis: Full Time**

## Job description

Reporting to the Head of Procurement and working closely with and under the direction of a Category Lead, you will be responsible for carrying out procurement activity for the University including running quotation/tendering processes from start to finish, strategic contract management whilst ensuring compliance with the University's finance and procurement policies and regulations and ensuring best practice and value for money principles are upheld, maximising commercial and social value/sustainability benefits to the University.

## Main duties and Responsibilities

- ▶ With the support of the Category Lead, carry out procurement of a portfolio of various goods/works/services which will include establishing supplier relationships and contract management, liaising with Colleges/Departments, tendering, analysing supplier spend and reporting results to Head of Procurement and Insurance.
- ▶ Advise Colleges/Departments on procurement and carry out tendering exercises, including the preparation of tender and contract documents, analysis and evaluation of tender responses, supplier communication, contract award letter and reports and supplier contract management.
- ▶ Help draft and implement procurement strategies, including where appropriate use of collaborative procurement arrangements such as purchasing consortia, for a range of core works, goods and/or services required by the University, ensuring the delivery of benefits and identified targets.
- ▶ Communicating, promoting and interpreting the Procurement Policy and relevant procedures including the Public Contracts Regulations and research-funded procurement requirements (where applicable) to ensure that value for money is maximised throughout the University.
- ▶ Raise the profile of procurement across the University and increasing the procurement knowledge of members of staff.
- ▶ Liaise with members of staff and external suppliers at all levels.
- ▶ Provide support to the Head of Procurement and Insurance and the procurement team as required.
- ▶ Utilise the University's e-tendering (ProContract) system to manage the procurement process.
- ▶ Capture and record savings both cashable and non-cashable.
- ▶ Handle routine tasks such as responding to telephone, email and in-person queries, including actioning 'New Supplier Request Forms' according to established procedures.
- ▶ Other duties relevant to the grade.

## **Main Duties/Responsibilities (Category Manager) Grade 8:**

As Procurement Officer plus:

- ▶ Manage procurement of a portfolio of various goods/works/services.
- ▶ Develop an understanding and apply the principles of social value and sustainable procurement as well as meeting set sustainable procurement objectives.
- ▶ Give consideration to the whole lifecycle impacts on products and services.
- ▶ Support, and assist in the development of, other members of the Procurement Team.

### **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

	Procurement Officer – Essential Category Manager – Essential	Method of assessment
<b>Education and qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to “O” level or GCSE standard or equivalent (including Maths and English).</li> <li>• CIPS Foundation Level or similar/equivalent.</li> </ul>	Application form.
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in a procurement role.</li> <li>• Experience of interrogating various sources of data and producing reports in a clear intelligent format.</li> </ul>	Application form and interview.
<b>Aptitude and skills</b>	<ul style="list-style-type: none"> <li>• Knowledge of procurement processes.</li> <li>• Ability to develop working relationships with key stakeholders across the University.</li> <li>• Able to be methodical and accurate in recording information.</li> <li>• Flexibility and willingness to work as a member of a team to achieve desired outcomes.</li> <li>• IT literate with knowledge of Microsoft Office software, including Word, Excel, PowerPoint, Teams and Outlook.</li> <li>• Ability to produce high-quality written communication with both external and internal customers.</li> <li>• Ability to work independently with customer-oriented approach.</li> </ul>	Application form and interview.

	Procurement Officer – Essential Category Manager – Essential	Method of assessment
	<ul style="list-style-type: none"> <li>• Ability to prioritise and plan work effectively.</li> <li>• Ability to take the initiative and have a “can-do” attitude.</li> <li>• Good problem-solving techniques.</li> </ul>	

	Procurement Officer – Desirable Category Manager – Essential	Method of assessment
<b>Education and qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to “A” level standard or equivalent (including Maths and English at “O” level or GCSE).</li> <li>• CIPS Graduate Diploma or similar/equivalent.</li> </ul>	Application form.
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Significant experience of working in a procurement role.</li> <li>• Experience of procurement within the public sector, including compliance with the Public Contracts Regulations, tendering processes and public sector collaborative/framework agreements.</li> <li>• Experience of contract management and implementing change and efficiencies.</li> <li>• Experience of delivering savings through procurement.</li> <li>• Experience of using an electronic tendering tool such as ProContract or similar.</li> <li>• Experience of working with multi-discipline teams.</li> </ul>	Application form and interview.
<b>Aptitude and skills</b>	<ul style="list-style-type: none"> <li>• Detailed knowledge of procurement processes.</li> </ul>	Application form and interview.

	Procurement Officer – Desirable Category Manager – Essential	Method of assessment
	<ul style="list-style-type: none"> <li>• Knowledge of law and practice in relation to procurement, including contract drafting.</li> <li>• Knowledge of risk management and legal implications linked to procurement.</li> <li>• Commercial negotiation skills.</li> <li>• Ability to challenge, influence and direct senior internal stakeholders.</li> <li>• Relevant commodity knowledge.</li> </ul>	

	Procurement Officer – Desirable Category Manager – Desirable	Method of assessment
<b>Education and qualifications</b>	<ul style="list-style-type: none"> <li>• Degree in Supply Chain Management or similar/equivalent.</li> </ul>	Application form.
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of procurement within the HE sector or education sector.</li> <li>• Previous experience of managing performance data/information.</li> <li>• Knowledge of and ability to give consideration to the whole life cycle and its impacts on products and services.</li> <li>• Experience with Agresso or similar financial P2P system.</li> </ul>	Application form and interview.
<b>Aptitude and skills</b>	<ul style="list-style-type: none"> <li>• Appreciation of a devolved budgetary environment.</li> </ul>	Application form and interview.

Progression from Procurement Officer to Category Manager will be dependent on experience and knowledge of the role and will be assessed against the additional JD and PS criteria from the Category Manager role. A Procurement Officer will need to submit evidence including brief descriptions of projects they have worked on and links to supporting documentation etc.

Once the evidence has been submitted, it will be reviewed by a panel, appointed and chaired by the Head of Procurement and Insurance. The panel will normally choose to interview the applicant to test the knowledge and experience. In order to be successful, the applicant will need to demonstrate that the required experience/knowledge has been gained through autonomous work (i.e. with limited supervision/support).

Satisfactory performance of the Procurement Officer essential criteria is assumed, but may also be considered, if there are any concerns in this regard.

## How to apply

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

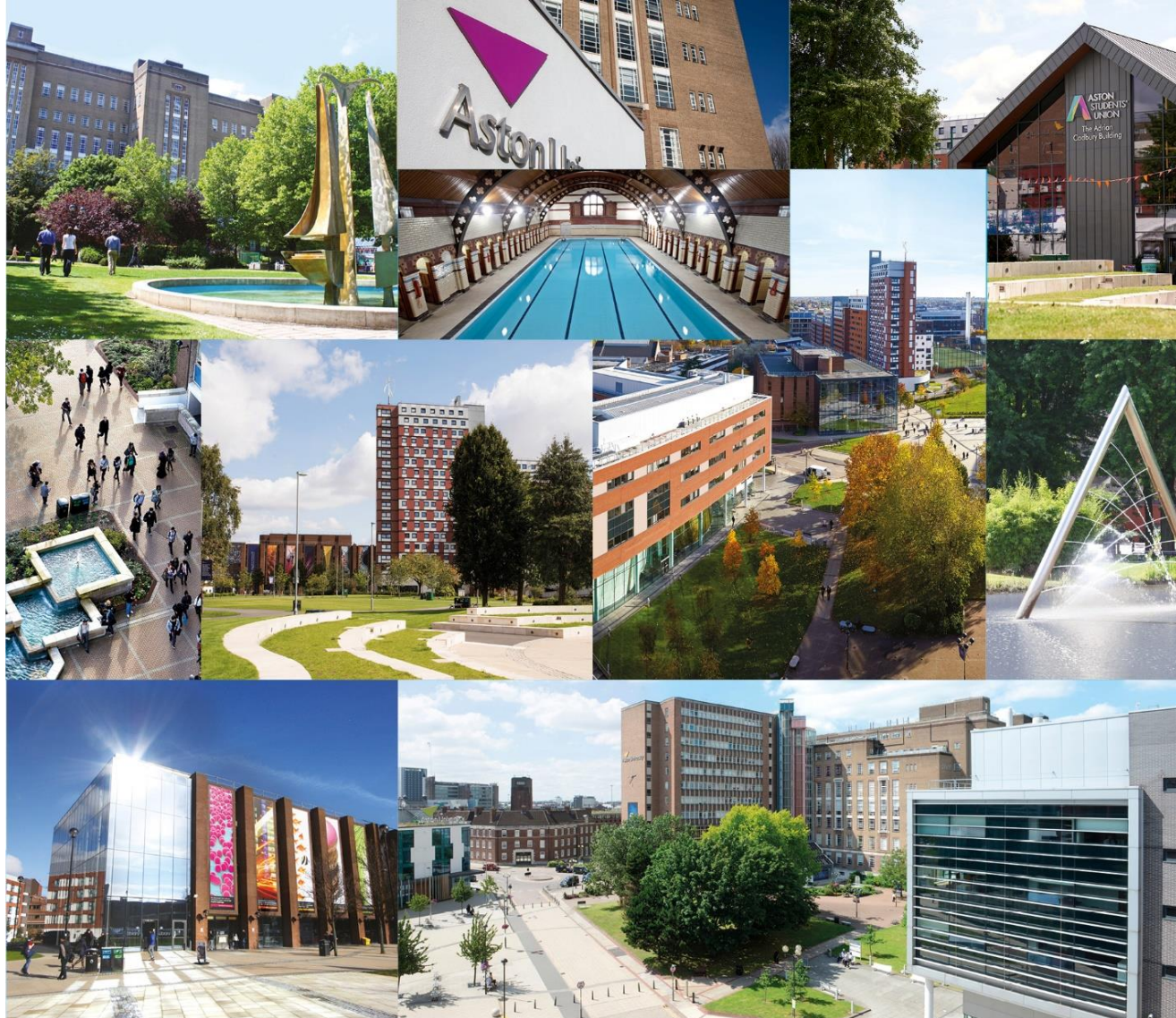
Applications should be submitted by 23:59pm on the advertised closing date.

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 [jobs@aston.ac.uk](mailto:jobs@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](mailto:n.bayliss@aston.ac.uk)

### Enquiries about the application process, shortlisting or interviews:

Recruitment Team via [jobs@aston.ac.uk](mailto:jobs@aston.ac.uk) or 0121 204 4500.

## 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:** [Benefits and Rewards | Aston University](#)



**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 applying for is listed an exception under the act.

**Eligibility to work in the UK:** You should ensure that you meet the eligibility requirements, including meeting the [English language standards](#). If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful. Please see UKVI guidance for further information on eligibility, knowledge of English requirements and approved test centres <https://www.gov.uk/tier-2-general>

With the end of free movement for EU/EEA/Swiss nationals from 1 January 2021, the UK's new immigration system applies to all non-UK/Irish nationals who require a visa.

Where an individual is subject to UK immigration control, they will require a visa to work in the UK.

The following individuals do not need a visa for the UK, but do still have to prove their right to work before employment can commence:

- **British Citizens or Irish Nationals**
- **EU/EEA/Swiss nationals with Settled or Pre-settled status under the EU Settlement Scheme**
- **Non-EEA nationals with Indefinite Leave to Remain/Settlement in the UK**

The main routes available for those who need a visa to work in the UK are **Skilled Worker**, **Global Talent** and the **Graduate Route**.

You can find further information about each of these visa routes on our [candidate immigration page](#).

If you will conduct research in your role, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application. Please see below for further details.

**Academic Technology Approval Scheme (ATAS):** If you will conduct research in your role and you apply for a Skilled Worker or Temporary Worker GAE visa, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application.

This process can take at least 6 weeks to process, and Aston will consider this when confirming your expected start date. Processing times will increase between April and September and can longer to complete.

There is no fast-track option available. ATAS certificates will be processed in order of receipt.

You can find more information about ATAS on our [candidate immigration page](#).

## **Before you start and Right to Work**

### **90-day entry vignette**

If you have applied for your visa outside of the UK, you will receive a vignette in your passport which is usually valid for 90 days. Please make sure to travel to the UK within the 'valid from' and 'valid to' dates on this visa. If you entered the UK before or after these dates, you would not 'activate' the visa and you would need to leave and re-enter the country.

You will also receive a decision letter confirming details about your immigration permission and where to collect your Biometric Residence Permit.

## **Cost of Living - Estate and Letting Agents**

There are numerous Estate and Letting Agents in and around Birmingham that can help you find suitable accommodation. The [Midland Landlord Accreditation Scheme](#) provides a list of professional agencies and landlords who have applied with them for accreditation. Whilst accreditation is not a guarantee of quality, it provides some reassurance about the standard of the service they provide.

You can also use property search websites such as [Rightmove](#) or [Zoopla](#).

**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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