

Head of Procurement and Value



OPPORTUNITY

Where change
gets real.



Reference: 0590-24

Grade: 10

Salary: £56,921 to £65,814, per annum, depending on experience

Contract Type: Permanent

Basis: Full Time

Job description

Job Purpose:

- ▶ Develop and implement procurement strategies aligned with the Aston 2030 Strategy and organisational goals.
- ▶ Lead the sourcing, procurement, and supply chain management with a focus on efficiency, reduce costs, and enhancing service delivery across Aston University.
- ▶ Build and maintain strong relationships with Aston suppliers and stakeholders.
- ▶ Analyse market trends and supplier performance to identify opportunities for efficiency improvements.
- ▶ Ensure compliance with procurement policies and procedures.

Main Duties/Responsibilities

- ▶ Review, shape and implement Procurement strategy and contribute to wider Aston 2030 strategy, whilst focusing on value for money.
- ▶ Create and implement fit-for-purpose commercial policies, systems, processes and controls, aligned to Aston's strategy, financial regulations, commercial risk management and service delivery.
- ▶ Develop and agree a long-term sustainable benefits plan, with a Programme complete with commercial and operational targets for Procurement and Value Services activities.
- ▶ Develop and agree mechanism for collecting, retaining, measuring and reporting procurement benefits.
- ▶ Develop wider commercial capability across Aston commercial activities through e.g. creation of stakeholder forums, user induction and training.
- ▶ Effectively align resources, engage and collaborate with all appropriate stakeholders to determine business requirements and then drive and deliver the agreed long-term Programme of activities and benefits.
- ▶ Create and implement supplier / commercial management strategy, including:
 - ▶ Developing sourcing and supplier assessment strategies.
 - ▶ Ensuring value on new and re-tendered processes and agreements.
 - ▶ Developing and agreeing template contractual requirements with Executive Director of Legal and Governance and with e.g. consortia for frameworks.
 - ▶ Deployment of SLA templates, action plans and robust meetings protocol.
 - ▶ Implementing a contracts management system to enable timely procurement interventions.
 - ▶ Leveraging and managing major supplier relationships improving commercial and service delivery.
 - ▶ Addressing immediate major supplier issues.

- ▶ Improving total costs of ownership through decreasing transactional costs e.g. driving efficiency in the P2P system.
 - ▶ Creating and delivering with appropriate stakeholders a system for effective whole-life management of assets from asset register to asset disposal.
-
- ▶ Act as a role model, motivate, lead, mentor, manage and develop the capability of the Procurement and Value Services team.
-
- ▶ Provide a strategic Procurement approach to decision making forums and major projects across all Colleges and Directorates / Departments within Aston. Generate commercial options to enhance and then secure commercial performance improvements using e.g. whole life costs models and business case approaches.
-
- ▶ Provide, and ensure that the Procurement and Value Services team members have the capabilities required to provide, a professional source of Procurement knowledge and expertise to Aston.
-
- ▶ Champion the role as the Procurement ambassador and representative for Aston with external agencies including Purchasing Consortia such as the Southern Universities Purchasing Consortium (SUPC).

Additional responsibilities

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities.
- ▶ 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	<p>Member of the Chartered Institute of Procurement and Supply - Level 6.</p> <p>Professional Diploma in Procurement and Supply or a good, relevant first degree.</p>	Application form
Experience	<p>Extensive procurement experience, including UK Public Contracts.</p> <p>Regulations compliant practices and procedures gained at senior management level in a higher education institution or public sector organization.</p> <p>Proven track record in:</p> <ul style="list-style-type: none"> ▶ Designing and successfully implementing procurement strategies, policies and processes, achieving significant and quantifiable benefits across a wide range of goods and services. ▶ Delivering efficiencies and value via procurement processes. ▶ Developing innovative solutions and contributing to organisation strategic planning. ▶ Successfully implementing change management projects. ▶ Influencing senior management and stakeholders effectively in a multi stakeholder organisation. 	<p>Application form and interview</p> <p>Presentation</p> <p>Documentary Evidence</p> <p>References</p>

	Essential	Method of assessment
	<ul style="list-style-type: none"> ▶ Proactively leading and developing teams to deliver significant change. <p>Experience of sourcing major contracts and services including outsourcing.</p> <p>Experience of the successful development, implementation and application of supplier relationship management and contract management strategies, policies and procedures.</p>	
Aptitude and skills	<p>Able to act as a role model providing clear leadership, direction and inspiring confidence.</p> <p>Ability and knowledge to be the “go to” source of Procurement knowledge and expertise and provide advice and guidance in a confident, authoritative manner.</p> <p>High ethical standards and integrity.</p> <p>Very good knowledge of Contract Law and an awareness of broader developments relevant to Procurement and Supply Management.</p> <p>Good knowledge of supplier relationship management (SRM) and contract management principles and practices and identify and share the benefits of investments in SRM and contract management.</p> <p>Ability to drive efficiencies and Value for Money through well- developed persuasion, negotiation and influencing skills, whilst comfortable operating in a consultative capacity.</p>	<p>Application form and interview</p> <p>Presentation</p> <p>Documentary</p> <p>Evidence</p> <p>References</p>

	Essential	Method of assessment
	<p>Able to deal with a range of internal and external stakeholders with a diverse array of competing demands and priorities.</p> <p>Able to communicate clearly and effectively, verbally and in writing with staff at all levels of the organisation.</p> <p>Ability to challenge and be challenged and respond in a constructive way.</p> <p>Strong analytical and presentation skills.</p> <p>Competent in the use of Microsoft Excel and Microsoft Word.</p>	

	Desirable	Method of assessment
Education and qualifications	<p>MBA or equivalent</p> <p>Prince 2</p>	Application form
Experience	<p>Private Sector commercial experience gained at senior management level.</p> <p>Successful implementation of a Procurement strategy.</p> <p>Procurement consultancy experience.</p> <p>Previously worked in a Head of Procurement (or equivalent) position.</p> <p>Demonstration of programme management for a series of simultaneous projects.</p> <p>Category management experience of Estates, IT and Professional Services categories.</p> <p>Experience in delivering improved value on contracts</p>	<p>Application form and interview</p> <p>Presentation</p> <p>Documentary Evidence</p> <p>References</p>

	Desirable	Method of assessment
Aptitude and Skills	<p>Excellent understanding of procurement practices, value for money principles and their practical application and good technical appreciation of the range of procurement categories.</p> <p>Good knowledge and understanding of the Procurement Act 2023.</p>	<p>Application form and interview</p> <p>Presentation</p> <p>Documentary</p> <p>Evidence</p> <p>References</p>

University values

All staff are expected to demonstrate/promote the University's values and expectations, which are an integral part of our strategy and underpin the culture of the University. In addition, our leaders are expected to be accountable, help to execute strategic visions of the University and share and set clear expectations that inspire those around them.

Values + Behaviours

				
Innovation	Collaboration	Ambition	Inclusion	Integrity
<p>We strive for excellence within ourselves and others, providing solutions to new and existing challenges.</p>	<p>We work best when we are collaborative, working together to contribute to the Aston community.</p>	<p>We strive together for improvement and innovation looking ahead to see the bigger picture.</p>	<p>We treat everyone in our community equally and how they would like to be treated.</p>	<p>We are open, honest and fair. We take ownership of the way we work and how we treat each other.</p>

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 recruitment@aston.ac.uk.

Contact information

Enquiries about the vacancy:

Name: Craig Jones

Job Title: Executive Director of Finance

Email: craig.jones@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:

Recruitment Team via recruitment@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](#)

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 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>

Aston University
Birmingham
B4 7ET, UK.
+44 (0)121 204 3000

www.aston.ac.uk