

**OPPORTUNITY**

Where change  
gets real.



**Reference: 0584-24**

**Grade: 9**

**Salary: From £46K per annum, depending on experience**

**Contract Type: Permanent**

**Basis: Full Time**

## Job description

### Job Purpose:

To plan, develop and lead in the delivery of procurement strategies for a range of estates-related products, services and works. Supporting the Head of Procurement and Value to deliver a first-class procurement service to the University, maximising commercial leverage and managing commercial risks.

### Main Duties/Responsibilities

- ▶ Develop, maintain and implement procurement strategies for a core range of high spend/business critical works, products and services, primarily of an estate's nature, required/procured by the University ensuring the delivery of benefits and targets identified.
- ▶ To develop tender documents, contribute to the development of tender specifications and carry out tender processes leading to contract award using whole-life costing for a range of goods, services or works as appropriate including the use of relevant contracts according to the scope of goods/works/services.
- ▶ To develop and procure frameworks for goods, work and services, primarily of an estates nature as required. Undertake mini competitions using internal and external frameworks where required.
- ▶ To undertake supply chain risk assessments where appropriate.
- ▶ To assist in monitoring the performance of suppliers, contractors and consultants, initiating contract review meetings as appropriate. Formulate and introduce service levels and key performance indicators and incorporate them into contracts.
- ▶ To provide staff in departments on an ongoing basis, with relevant information and advice on procurement policy, procurement agreements and other information deemed necessary to deliver excellent procurement practice.
- ▶ To line manage, coach, support, supervise and assist in the development of other members of the procurement team.
- ▶ To ensure compliance with all UK legislation in relation to procurement and to ensure compliance with Aston University Procurement Policy and Financial and Contracting Policy.
- ▶ To conduct spend analysis on category areas and formulate procurement strategies to address areas requiring improvement.
- ▶ Develop an understanding and apply the principles of sustainable procurement and social value as well as meeting set sustainable procurement objectives.
- ▶ Make a significant contribution to enhancing the professionalism and performance of procurement throughout the University.
- ▶ Be a category lead/supplier relationship/commercial contract manager for a core range of business-critical products, services and works and contracts.
- ▶ Working with a category manager/procurement officer, be a "category lead role" for a range of lower spend/less critical products, services and works required by the University.
- ▶ Facilitate a structured approach to procurement and provisioning, with appropriate levels of internal stakeholder engagement in determining procurement strategies, objectives, targets and benefits that will be delivered by pursuing an agreed strategy.
- ▶ Contribute to the development and implementation of procurement strategy and policies to support the achievement of the University's strategic aims, and focussed on the achievement of and supporting stakeholders in achieving, value for money.

- ▶ To work with external stakeholders, inc. purchasing consortia, that benefit and support the University's procurement strategy and wider organisational strategies and objectives.
- ▶ To carry out any other duties that may be required from time to time commensurate with the position, including deputising for the Head of Procurement and Value.

### **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
<b>Education and qualifications</b>	<p>Educated to “A” level standard or equivalent (including Maths and English at “O” level or GCSE).</p> <p>CIPS Graduate Diploma or similar/equivalent.</p>	Application form and interview
<b>Experience</b>	<p>Significant experience of working in a senior procurement role.</p> <p>Experience of procuring strategic goods, services and works, including significant experience of the estates/construction category.</p> <p>Proven ability of working independently with customer-oriented approach.</p> <p>Experience of delivering savings, efficiencies and service improvements.</p> <p>Experience of working in a fast-paced busy environment.</p> <p>Experience of involvement in negotiation of contracts.</p> <p>Experience of working with multi-discipline teams.</p> <p>Experience in contract management and supplier performance reviews.</p>	Application form and interview
<b>Aptitude and skills</b>	<p>Knowledge of construction and Estates procurement.</p> <p>Knowledge of different procurement approaches and processes.</p> <p>Knowledge of law and practice in relation to procurement, including contract drafting.</p> <p>Ability to use e-tendering systems.</p> <p>Knowledge of the Public Contracts Regulations and Procurement Act.</p> <p>Ability to manage suppliers/contracts and implement change and efficiencies.</p>	Application form and interview

	Essential	Method of assessment
	<p>Ability to produce high quality written communication with both external and internal customers.</p> <p>Excellent verbal communication skills and ability to challenge, influence and direct senior internal stakeholders.</p> <p>Ability to develop excellent working relationships with key stakeholders across the University.</p> <p>IT literate with knowledge of Microsoft Office software, including Word, Excel, PowerPoint, Teams and Outlook.</p> <p>Ability to prioritise and plan work effectively with excellent time management.</p> <p>Excellent problem-solving techniques.</p> <p>Ability to take the initiative and have a “can-do” attitude.</p> <p>Ability to work effectively within a team.</p>	

	Desirable	Method of assessment
<b>Education and qualifications</b>	Degree-level or professional construction-related qualification.	Application form
<b>Experience</b>	<p>Experience with and understanding of various forms of contract, relevant to construction contracts (e.g. JCT/NEC).</p> <p>Prior knowledge of procurement within the public sector.</p> <p>Experience of managing and analysing performance data/information.</p> <p>Experience with Agresso or similar financial P2P system.</p> <p>Experience of managing/supervising/coaching procurement staff.</p> <p>Experience of using eTendering and Contract Management Systems.</p>	Application form and interview

	Desirable	Method of assessment
<b>Aptitude and Skills</b>	<p>Knowledge of risk management and legal implications linked to procurement goods, services and works.</p> <p>Appreciation of a devolved budgetary environment.</p> <p>Knowledge and experience of construction category-specific purchasing consortia and frameworks.</p>	Application form and interview

## 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**

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

## 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](mailto:recruitment@aston.ac.uk).

## Contact information

### Enquiries about the vacancy:

Name: Gurpal Singh Rai  
Job Title: Associate Director – Commercial Projects  
Email: [raig1@aston.ac.uk](mailto:raig1@aston.ac.uk)

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

Recruitment Team via [recruitment@aston.ac.uk](mailto: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](http://www.aston.ac.uk)