RECRUITMENT PACK

Finance Department

Procurement Manager

THE UNIVERSITY OF OPPORTUNITY
INTRODUCTION

The University of Wolverhampton holds a distinctive place within the higher education sector, and is one of the most successful modern universities, delivering excellence in teaching and research, widening access, and business engagement. Having begun life 190 years ago to enhance the education and skill base of the workforce in what is today a major industrial conurbation, we have continued to fulfil and develop the role to meet the needs of the regions we serve. Today, as the ‘University of Opportunity’, the University of Wolverhampton is an integral part of economic growth and social change within the West Midlands and beyond.

Our course offering is comprehensive across our Schools and Institutes, based within four faculties. We have three main teaching campuses in the UK: City Campus based in the heart of Wolverhampton city centre, Walsall Campus, and Telford Innovation Campus. In addition we have Learning Centres in Burton, Telford and Stafford and operate the University of Wolverhampton Science Park, a centre devoted to the support and enhancement of innovation and enterprise. Further business engagement sites are located in Hereford and Kidderminster, and we also have an international presence with over 20 transnational education partners.

We are well known for the provision of high-quality education with an excellent graduate employment record, with 96% of our most recent graduating class in employment or further study. We are a significant strategic force in the educational, cultural and economic development of the West Midlands, recognised for world-leading research across all our research areas in the most recent Research Excellence Framework exercise, which in 2014 saw our largest staff and research submission yet.

The next stage of our development continues with our new, ambitious Strategic Plan 2016-2021. The Plan has, at its core, three pillars:

1. Students First
2. Skills and Knowledge for Economic and Social Transformation
3. Significant Influence and Impact

These pillars reaffirm our commitment to being the University of Opportunity, whilst driving forward outstanding teaching, research and business engagement, to make us a leading university in the UK and internationally.

Our five-year investment programme Our Vision, Your Opportunity aims to generate £250 million of investment by 2020, enhancing the student experience and driving economic growth to allow us to deliver our new Strategic Plan. It has already resulted in changes to the Campus skyline with new buildings like the Rosalind Franklin and Lord Swraj Paul buildings, home to our Business School. A £4 million redevelopment of the City Campus courtyard includes new catering options for students, including an on-site Starbucks, while the new Science and Technology Prototyping Centre at the University of Wolverhampton Science Park has opened its door to potential tenants.

We have also unveiled specialist engineering provision at Telford and City campuses (£12 million investment in total), the Digital Campus programme of digital projects is transforming student and staff processes and interactions, and our new £100 million construction and built environment ‘super campus’ is breathing new life into the former Springfield Brewery site in Wolverhampton. All of this is further supported by investment in research and academic staff.

This is an exciting time to join the University of Wolverhampton and we look for exceptional candidates to work with us in achieving our vision. Come and join us.

Professor Geoff Layer
Vice-Chancellor
UNIVERSITY MISSION

The University of Wolverhampton is a learning community promoting excellence, innovation and creativity. The University is committed to being:

- an agent for social inclusion and social mobility;
- an arena for the development of innovative ideas and critical thinking;
- a strategic force driving educational and cultural strategy for the city and the region;
- an educational hub supporting the economy through employment, entrepreneurship, creativity, knowledge transfer, research and development.

Through knowledge, innovation and enterprise we aim to transform the lives of all those who engage with us.
The University of Wolverhampton is a leading modern university with a tradition of providing opportunity and academic excellence dating back more than 190 years.

The early years (1827-1899)
The roots of the University of Wolverhampton lie in the 19th century growth of Mechanics Institutes, which provided vocational and general education for working men. Following its formation in 1827, the institution grew and strengthened in the decades that followed, influenced heavily by being at the heart of the Industrial Revolution.

Early 20th century (1900-1944)
By 1903, an educational foundation had firmly been established with over 1,300 students studying courses including coach building, house painting and pattern making, with scholarships introduced in the early part of the 20th century. The Wolverhampton Technical College had been formed by 1915, as well as the Municipal School of Arts, later to become the Wolverhampton College of Art. In 1920, the original Deanery House was demolished, making way for the iconic Marble building you see today in Wulfruna Street. The foundation stone was laid by HRH Prince George in 1932 forming the base for the University's presence in Wolverhampton city centre to the present day.

The post-war years (1945-1968)
The post-war 'boom' in education led to a growing demand for a variety of subject areas and in 1945 a music department opened, enrolling 135 students in the first year.

In 1957, the College was awarded one of the earliest digital computers in the UK. By 1966, with student numbers at c.7,000 the College began to provide Bachelor's degrees with options in English, Geography, History, Music, Economics and Computer Technology and held its first ever degree ceremony.

Wolverhampton Polytechnic (1969-1991)
On 1 September 1969, the College was officially designated a Polytechnic. It comprised five faculties: Applied Science, Art & Design, Arts, Engineering, and Social Sciences, with a further Faculty of Education established in 1977.

The 1970s also saw Wolverhampton develop into a truly international community with students from Iran, Malaysia, and Nigeria, and the delivery of Wolverhampton courses internationally beginning to flourish.

By the 1980s, through mergers with teacher training colleges in Wolverhampton, Dudley and Walsall, and expansion into the overseas market, the University had established itself as a global provider of entrepreneurial education. Nurse education was brought into higher education institutions from hospitals, mainly in polytechnics. For Wolverhampton, this led to the creation of the School of Nursing and Midwifery at Walsall Campus. Independence from local authority control and incorporation as a higher education institution occurred in 1988.

The University of Wolverhampton (1992-present)
In 1992, Wolverhampton Polytechnic was granted university status and became the University of Wolverhampton with direct degree awarding powers.
The University of Wolverhampton Today

With approximately 22,000 students, of whom 80% are undergraduate, we are a large academic community. With a portfolio encompassing biosciences, social sciences, construction, engineering, law, computing, business management, education, health and wellbeing, and creative and performing arts we are renowned internationally for the quality of our programmes and recognised as being at the leading edge in enabling students to secure professional careers – as evidenced by our students’ 96% employability rate.*

We are fully committed to enhancing the student experience and the learning and teaching environment. We are developing clear faculty approaches to learning, teaching and assessment, particularly focusing on student support. Innovative teaching, scholastic development and research-informed teaching. As well as continuing to deliver effective teaching and learning in key subject areas, we are growing our portfolio of courses aimed at the economic needs of the region. This is reflected in the advance of our science, technology, engineering and maths (STEM) based provision, as well as specialist facilities, such as the British Judo Centre of Excellence at Walsall Campus, helping our students to develop the skillsets to achieve their ambitions.

We have recently reviewed our postgraduate portfolio and new areas of activity are developing rapidly. Over the last few decades our unique portfolio has attracted students from across the globe, and we were one of the first to develop ‘in-country’ delivery of our programmes.

We play a key role within our region and we have a significant track record of raising education standards in regional schools. We are leading the drive for improvement of underperforming schools in our region and supporting them to raise the aspiration levels of young people in the area. We currently sponsor a number of academies, two University Technical Colleges, and have a significant outreach programme to raise the aspiration of young people in the region.

The University has a long track record in the development of alternative and flexible forms of learning, particularly through blended learning. A major aspect of our ongoing investment is the new Digital Campus: a £30 million five year growth programme of five key digital projects. It aims to go beyond changes to IT infrastructure by aligning the University’s people, processes and systems and changing the way they interact.

We have a well-developed sense of purpose in respect of widening access and securing student success and we adopt the key principles of the Student Lifecycle Model developed by HEFCE in 2001. This means that we have a commitment to a holistic approach to an inclusive and accessible curriculum. We define widening access as providing opportunities and making sure individuals are able to maximise that opportunity. This requires a particular focus on transition to higher education, a supportive learning environment, a recognition of diversity, support into graduate employment and postgraduate study.

Our student body is very diverse in that we have one of the highest proportions of students from low income groups, a high proportion of students from minority ethnic groups, significant numbers of part-time and mature learners. We also have a rapidly growing intake of disabled students. All of this is based on building on our heritage and seeking to secure an inclusive environment.

We are committed to being a major global player and are increasingly developing key partnerships to secure further growth. In recent years there has been a significant growth in transnational education (TNE) partnerships and numbers are continuing to grow. There are also significant international research links in the faculties and these are also increasing.

As well as enhancing our students’ employability, the University is highly regarded within the region and beyond for the help it is able to give its commercial partners. We work with businesses of all sizes, from the small and medium-sized enterprise (SME) community to larger national companies. In support of research and development, the placement of our students into business and in discrete project assignments.

*Destination of Leavers from Higher Education, Class of 2017
STRATEGIC PLAN 2016-2021

Our mission
Maximising opportunity through generating knowledge, innovation and enterprise.

Pillars
1. Students First
2. Skills and Knowledge for Economic and Social Transformation
3. Significant Influence and Impact

Our ambition
To be a progressive and influential sector leader, championing diversity, growth, and creating life chances for all while enhancing economic impact and accelerating ambition across the entire University community.

1. Students First
By 2021, we will:
1.1 Achieve a sector-leading University experience for all.
1.2 Maximise individual potential for all students.
1.3 Create outstanding learning opportunities informed by world-leading research and professional practice.

2. Skills and Knowledge for Economic and Social Transformation
By 2021, we will:
2.1 Provide learning, research and engagement opportunities which target the economic and social needs of the areas in which we operate.
2.2 Maximise individual potential for all our staff.
2.3 Seek to eliminate inequality by narrowing the skills gap within the communities we serve.

3. Significant Influence and Impact
By 2021, we will:
3.1 Transform lives through research.
3.2 Be renowned as a University that makes impact regionally, nationally and internationally.
3.3 Foster global knowledge exchange and collaboration.

wlv.ac.uk/strategic-plan
RECENT DEVELOPMENTS AT THE UNIVERSITY

The University of Wolverhampton has prepared for the change in the higher education policy and funding environment in the UK. With good financial reserves and a high quality, focused curriculum offer, the future of the University is strong.

We also have a new innovation and enterprise strategy. Developing and enhancing current activity in this area, two innovation and enterprise hubs have been created at either end of the Wolverhampton Telford Technology Corridor, creating an environment that stimulates and encourages enterprise, entrepreneurship and innovation in the region. This not only presents fresh opportunities for students and graduates but also provides local businesses with the incentive to raise their research and development activities across the full range of technologies.

In 2018, we were awarded a Silver award as part of the Teaching Excellence Framework assessment. This award recognises that the University delivers provision that is of high quality and consistently exceeds the rigorous national quality requirements for UK higher education, with most students achieving excellent outcomes. Our enhancement of student learning opportunities was also highly commendable, the highest possible accolade, following the last institutional audit by the Quality Assurance Agency in 2015. Additionally, our National Student Survey results continue to be strong. In the Research Excellence Framework 2014, we entered more staff across more subject areas than ever before and all Research Centres submitting work had elements graded at the highest level, classed as world-leading.

We have made significant investment in our teaching and learning spaces, creating state-of-the-art facilities for students and staff. Following notable investment at Walsall Campus that resulted in our iconic Performance Hub, Library and a new Institute of Sport, including the British Judo Centre of Excellence, recent years have seen our Campus landscape develop even further. The £25 million Rosalind Franklin Building, a state-of-the-art science centre, opened for teaching in 2014 and the following year established the new £18 million Lord Swraj Paul Building, home to the University of Wolverhampton Business School. Our recent Millennium City courtyard redevelopment has improved access and catering facilities in the heart of our City Campus.

Further investment in engineering has transformed Telford Innovation Campus, while our plans for the new Springfield Campus are developing the former Springfield Brewery into a centre of excellence for construction and the built environment.

A new £10 million Science Centre has opened its doors on the University of Wolverhampton Science Park. The impressive three-storey facility offers high-specification spaces, workshops, specialist equipment and Category 1 and 2 laboratories for science and technology-based businesses in the Midlands.

The new Centre for Sikh and Panjabi Studies, launched in early 2018, will offer PhDs and Master’s level courses in Sikh Studies, as well as continuing professional development (CPD) courses for teachers and managers of diverse workforces such as national and local government, the NHS and the emergency services.
THE UNIVERSITY Structure

Vice-Chancellor

Private Office

Deputy Vice-Chancellor (External Engagement)
- Business Solutions
- Project Support Office
- External Relations Directorate
- University of Wolverhampton Science Park

Deputy Vice-Chancellor (Academic)
- Deans of Faculties
- Recruitment and Partnerships Directorate

Deputy Vice-Chancellor (Access and Life Long Learning)
- Academic Support Directorate
- ITG
- Multi Academy Trust
- Regional Learning Centres

Dean of Research
- Research Policy Unit
- Doctoral College

Chief Finance Officer
- Finance Department

Director of Organisational Development
- Academic Registry
- Human Resources Directorate
- Estates and Facilities

University Secretary
- Governance
- Strategic Planning
- Legal
- Equality and Diversity
- Health and Safety
Research
The University of Wolverhampton has a breadth of research interests across its academic subject areas. Across the University, we have over 20 Research Centres and Institutes focusing on research areas including neuro-oncology, sport and exercise performance, dementia, art and design practices and the built environment. Our applied research activities impact on business, public and voluntary sectors in a number of ways by advancing knowledge and addressing real world problems. We are on a path to grow our research base and increase our impact, demonstrated by our improved Research Excellence Framework 2014 outcomes. As part of our commitment to enhancing research, we have invested £12 million to fund new or enhanced research areas over six years.

The initial focus of the investment has been the recruitment of new academic staff, to significantly enhance the research capacity and capability of the University in target areas and further build the research community. In addition to these strategic appointments a number of PhD studentships have been established to grow existing high-quality research within the University, and we continue to invest in current staff to provide opportunity to grow the capacity for world-leading research. In the latest investment round, we have focused on new strategic strengths.

Business Growth and Innovation
The University of Wolverhampton is a business-facing university, investing in the development and enhancement of regional and national businesses.

Through our Telford Innovation Campus and the University of Wolverhampton Science Park, we provide much needed business incubator and grow-on space. Businesses housed in the incubator space have access to onsite business advice and training, specialist consultants, access to University facilities and consultants, and the Business Start programme. The University’s Business and Innovation Centre on the Telford Innovation Campus provides ‘grow-on’ space for those companies currently occupying the e-Innovation Centre on the same campus. The campus can hold up to 60 businesses with a further 80 businesses based at the Science Park.

The University of Wolverhampton is committed to the development of businesses. Our Business School, housed in the Lord Swraj Paul Building, features an executive education suite for training the business leaders of the region. Our Business Solutions Centres are support facilities that provide a one-stop shop for businesses to seek expert unbiased advice, support and resources from the combined partnership. Through the Business Solutions Centres, the University is also able to act as a ‘broker’ facilitating business expansion, something which businesses have reported is lacking within the region. Our presence in Hereford will soon grow with the addition of a new Centre for Cyber Security jointly funded by the University and Herefordshire Council.

In 2016, we launched our new Apprenticeship Hub on City Campus, which provides opportunities for budding apprentices to develop professional and technical skills in a real working environment, at the same time providing valuable resources and support to help meet the needs of local businesses. Over 400 apprentices are now studying with us on Higher and Degree Apprenticeships in areas as diverse as construction, healthcare and management, while the portfolio continues to grow to offer even more opportunities.
The University of Wolverhampton is a vital provider of inspiration, aspiration, practical support and development in the Black Country, West Midlands and beyond.

The city has a vibrant, diverse, multicultural community and excellent transport links to Birmingham, Shropshire, Staffordshire, London and beyond. Just 30 minutes from Birmingham International Airport, the University of Wolverhampton is truly at the heart of the nation.

The Black Country is made up of four boroughs – Dudley, Sandwell, Walsall and Wolverhampton. Each borough is independently operated and has its own strengths and needs, but the Black Country as a whole is characterised by rich social, cultural and community diversity containing areas of social deprivation with traditionally low levels of educational participation.

The West Midlands Combined Authority (WMCA) is a combined authority for the West Midlands, uniting twelve local authorities and three Local Enterprise Partnerships working together to devolve powers from central government to locally elected politicians, such as first Mayor of the West Midlands Andy Street, with a focus on some of the biggest issues affecting people’s lives in the region.

In line with the University’s own £250 million investment plans, which are funding multiple flagship projects helping to change the city’s skyline, the city is also being revitalised in other ways. Wolverhampton is one of the top ten fastest growing economies in the UK with over £3.7 billion investment either on site or in the pipeline.

The interchange project in Wolverhampton city centre has revolutionised transport into the city, creating a single hub for public transport and creating a gateway entrance to the city on the West Coast Main Line. Multi-million pound extensions to the region’s tram network will also see transport links strengthened further over the coming decade.

The i54 project, just off the M54, sits between our City and Telford campuses; a 15 minute drive from either location. Supported by the Wolverhampton, Staffordshire County and South Staffordshire Councils, i54 is a significant development for the region with Jaguar Land Rover, Moog, and Eurofins already on the site.
OUR REGIONAL PRESENCE

We are a university of the region and for the region. Our mission commits us to providing for, and contributing to, the region through vocationally relevant programmes that ‘enable and encourage individuals to realise their full potential’. 80% of our undergraduate students come from within 25 miles of the City Campus which incorporates the Black Country, Shropshire, Staffordshire and Birmingham.

Powered by the revolutionary Midlands Engine and led through the Black Country Local Enterprise Partnership (LEP), the area is undergoing a programme of regeneration. £1 billion of government investment will boost the region’s economy, with the West Midlands becoming a major ‘city region’ in which the University is a key partner for success.

The establishment of a devolution agenda in the region has led to the development of radical new partnerships. To address the challenges facing the West Midlands economy, we’ve entered into a groundbreaking partnership with Birmingham City University and Coventry University to launch West Midlands Combined Universities (WMCU) with a collective aim of increasing growth and prosperity in the region. We’re also collaborating with six universities as part of Midlands Enterprise Universities (MEU), a partnership that will combine the knowledge, expertise and influence to provide an economic resource to power the Midlands Engine. The focus is on collaboration and economic growth.

We help to embed entrepreneurship in our region through initiatives such as SPEED, led by the University and part-funded by the European Regional Development Fund, which aims to support current students and graduates to set up their own business. Helping participants to develop entrepreneurial skills, the project creates new jobs and wealth in the West Midlands region.

Part of our continuing success lies in our innovative partnerships, working to improve education and opportunity for communities across the West Midlands through Academy Schools, University Technical Colleges and University Centres, as well as collaborations with local businesses, particularly on sites such as Springfield. Flagship projects like this will help to mark out Wolverhampton as an economic power, with Springfield Campus positioning the city as a national and international hub of excellence for construction and the built environment.

The University of Wolverhampton Science Park is home to over 80 businesses. In addition to office and workshop space, the site provides an incubation unit for start-up companies and offers conferencing and seminar facilities to businesses, as well as Wolverhampton Business Solutions Centre which is recognised for providing award-winning business support services and consultancy. In 2016, we launched a new Business Solutions Centre in Wyre Forest, Kidderminster, following 2015’s new centres in Skyton Park, Hereford and in Telford, which extended our support across the Marches region.

Our work in Shropshire is currently centred around our Telford Innovation Campus and involvement with the Marches LEP, while we are engaged with a number of Staffordshire based schools and businesses. In 2015, University Centre Telford launched at Telford’s Southwater One complex; a collaboration between the University and Telford College of Arts and Technology, the centre widens access to higher education through its offer of short courses and professional development opportunities. Over recent years, we’ve grown our presence in these areas, such as our new distributed learning centre, University of Wolverhampton in Stafford (UWIS), which is providing opportunities for lifelong learning to the community.

Meanwhile, a new centre is marching ahead in the fight against cyber crime. A joint venture between the University and Herefordshire Council, the Centre for Cyber Security in Hereford is a multi-million pound development which will provide office space for businesses and offer high quality research and training facilities designed to help the cyber sector tackle threats in cyberspace. The centre will be located on Skyton Park in the Hereford Enterprise Zone and is expected to open by spring 2020.
OUR REGIONAL PRESENCE

REGIONAL PRESENCE

- **Campuses +**
  - Wolverhampton, Telford, Walsall, UoW Science Park, Springfield

- **Distributed Learning Centres / Regional Learning Centres**
  - Stafford, Southwater (Telford), Hereford, Kidderminster, Burton

- **University of Wolverhampton Multi-Academy Trust Schools**

- **University Technical Colleges**
  - Health Futures - West Bromwich, WMUTC - Springfield

- **Other Significant Projects**
  - Elite Centre for Manufacturing Skills Spokes - Tipton & Aldridge
  - Arts Park - Wolverhampton
  - Cyber Security Centre - Hereford
The University of Wolverhampton has an impressive international reputation built on the University’s core activities in teaching, research and consultancy.

With over 10% of our student body coming from outside the EU, we are committed to the internationalisation of our University. We work with a number of partners across a range of geographical regions to deliver courses in-country, as part of the University’s commitment to partnership and development for the global economy. Our in-country provision has been going for over a decade and we now have over 2,000 students studying University courses ranging from Higher National Diplomas (HNDs) and honours degrees to taught postgraduate courses.

We work with a number of partners across a range of geographical regions to deliver courses in-country, as part of the University's commitment to partnership and development for the global economy. Our in-country provision has been going for over a decade and we now have over 2,000 students studying University courses ranging from Higher National Diplomas (HNDs) and honours degrees to taught postgraduate courses.

We are committed to engaging in overseas capacity building as a major part of our mission and strategy. Examples of such engagement include working with partners on staff development programmes to provide the opportunity for those staff to gain Master’s, PhDs or teaching qualifications, and working directly with governments on leadership and entrepreneurship programmes.

The University of Wolverhampton has committed a minimum of 1% of its overall international income to international Corporate Social Responsibility (CSR) projects. A range of initiatives have been supported by the University to provide opportunities for young people from disadvantaged backgrounds in Costa Rica, Cameroon and India. In addition, the University has welcomed Syrian academics under the CARA scheme.
THE UNIVERSITY OF OPPORTUNITY: OUR INTERNATIONAL PRESENCE
FINANCE DIRECTORATE

OVERVIEW

The purpose of the Finance Directorate is to provide the means and expertise to support the University, its faculties and departments to deliver the University’s strategic plan and to ensure financial sustainability.

We aim to provide efficient and effective financial services and processes to meet the needs of our stakeholders in a cost effective manner and assist with the generation of value for money through our activities.

The Directorate has a number of specialist teams supporting the University in the following areas:

- Financial Support for Faculties
- Financial Support for Professional Services
- Management and Financial Accounting
- Taxation Management
- Cash Flow Management
- Costing and Pricing
- Financial Planning
- Budgeting and Forecasting
- Financial Systems Development
- Payroll
- Pensions
- Insurance
- Procurement
- Credit Control

The Directorate is accountable to the Board of Governors for financial oversight and for assisting in the delivery of the strategic plan.
Procurement is located within the Finance Department of the University and is responsible for monitoring and managing University Spend and tendering activities.

1. ORGANISATION CHART
Reports to: Head of Procurement
Direct reports: 3 (2 x Category Managers, 1 x Procurement Assistant)

2. CONTACTS
Internal: Faculties, Departments, Partner Organisations etc
External: Contractors, other Universities, University Purchasing Consortia etc

3. BUDGETARY RESPONSIBILITY
None

4. PURPOSE OF THE POST
The post holder will be responsible for the daily activities of the Procurement Department in addition to leading larger value purchases such as IT, Estates and Capital projects. Interaction with internal/external facing departments and Suppliers is required to deliver the responsibilities of the post. The Procurement Manager shall operate under the direction of the Head of Procurement and is expected to deputise in their absence.
In addition to external representation at national events where the need arises, the post holder will lead and manage the Procurement team.

5. MAIN DUTIES AND RESPONSIBILITIES

A Service Delivery:
- Scoping, development and finalisation of general Tender documentation upload to the University e-Tendering system and manage the Tender process whilst live on the portal, ensuring all communication to Tenderers is via the portal.
- Manage the project/multiple projects from receipt into the section to formal award of the requirement through to day to day monitoring during the term of the Contract.
- The post holder will be required to play a major role in assessing and managing contractual risk, identifying category spend and recommending the most appropriate procurement strategy to meet customer requirements whilst maintaining compliance with University policy and procedures; this will involve tendering activities and the use of Framework Agreements and Contracts.
- Provide operational technical procurement support/advice and guidance to Faculties and Departments to aid decisions as required.

B Analysis and Research:
- Research the market for suitable Suppliers of the goods/services and be able to liaise with the stakeholders on the product/service area, offering technical procurement support/advice and guidance to Faculties and Departments to aid decisions as required.
- Update the Contracts Database as required and monitor expiry dates to feed into senior management concerning potential future tender activities.
- Monitoring the Agresso Finance system for Purchase Requisition approval and sign off of these depending on value and internal protocols.

C Decision Making, Processes and Outcomes:
- Assist in the preparation of reports internally and externally, including statistical returns and data analysis as and when required.
- Take independent decisions when the project allows and provide advice to contribute to the decision making process.
- Lead the evaluation activity gaining confirmation from the project team for the feedback received and provide an analysis of the project including creation of a Contract Award Report for committee on the decisions made.
D Communication Skills:

- Assist the Head of Procurement with promotion of the section and broaden the understanding of Procurement’s role at the University.
- Liaise professionally and confidently with Stakeholders concerning the tenders received and the evaluation process.
- Communicate effectively and appropriately across a wide range of audiences to ensure relevant procurement advice.
- Liaise, establish and maintain positive links with external agencies and providers.
- Make use of available technologies and resources to assist in the delivery of projects i.e. ‘Contracts Finder’, Twitter etc.

E Knowledge, Initiative and Problem Solving:

- Supply information concerning national Frameworks/Contracts where advantages can be gained by the University to utilise this procurement route in place of a full OJEU transaction.
- Assist the University to achieve value for money through the promotion of best purchasing practice, as well as compliance with internal and external regulations governing procurement activity.
- Monitoring the University's purchasing arrangements and identifying areas of saving opportunities by reviewing the proposal against a more competitive market offering.
- Understand the requirements of the Sustainable Procurement Flexible Framework and ensure implementation in the tender and contract management activities.
- Report to senior/executive managers on procurement risks, ongoing activities and benefits achieved.
- Understand and encourage the use of existing contracts (local, regional, or national), updating the department register if any of these contracting routes change.

F External Liaisons and Networking:

- Liaise with Suppliers during the course of the Contract and manage day to day activities, in addition to arranging and attending regular Business Review Meetings with the Suppliers for ongoing performance, compliance and innovation.
- Understand, and be able to contribute to, wider collaborative initiatives. Attend and represent the University at various regional and national procurement groups as required.
- Actively seek cross working partnerships with external bodies, such as Councils, NHS etc, where category and collaborative benefits could be gained.

G Teamwork and Staff Development:

- Support and work closely with department members and key stakeholders for the areas under the post holders remit.
- Build, develop and sustain excellent working relationships across all elements of the University.
- Hold responsibility as Procurement Representative for a selected Faculty where appropriate.
- Co-ordinate specialist input (technical, legal, financial etc.) from colleagues to ensure that the procurement process reflects their requirements and facilitates effective delivery of the Project.
- Provide formal training and detailed guidance to both procurement and non-procurement personnel concerning compliance with EU Directives and Public Contracts Regulations and adhere to the University’s Purchasing Procedures manual; ensuring conformity with the University’s Financial Regulations, Financial Procedures and Procurement Procedures and Guidelines.
- Conduct formal Appraisals for direct reports in line with University protocols, in addition to 1:1’s and regular workload reviews.
H Work Processes and Results:

- Monitoring Contract/Tender costs and variations, notifying budget holders of conclusions arising from value for money assessments.
- Be able to converse knowledgeably about the category areas under their control supporting Stakeholders where necessary and challenging Suppliers/Contractors as required.
- Conducting due diligence exercises during project activities as required ensuring inclusion of the relevant personnel across the University.

I Personal Development/Performance:

- Demonstrate a commitment to continuing Personal/Professional Development.
- Ability to observe and define priorities and timetables in the achievement of strategic and operational objectives.
- Adhere to the University's environmental policy and procedures and promote sustainable Procurement in all aspects of responsibility.

Other Features of the Post:
This job description sets out the duties of the post at the time that it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

The Data Protection Act (as amended):
The role holder will be familiar with the above legislation and will, at all times, be mindful of his/her responsibilities under the above Act. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

Computer Misuse Act (as amended):
The role holder will need to have regard for the provision of the above Act and in particular take such steps as may be necessary to prevent unauthorised access to computer material (Section 1) and the unauthorised modification of computer material (Section 3).

Health and Safety
The role holder may be expected to undertake emergency first aid training. The role holder must ensure, as far as is reasonably practicable, that he/she is familiar with all relevant Health and Safety legislation and recommendations and that these are observed within his/her areas of responsibility. Attention is drawn to the University's policy statement on Health and Safety at Work, copies of which have been displayed on noticeboards in the University. Any accident in the role holder's area must be entered in the accident book.
### PERSON SPECIFICATION

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<tr>
<th>Attribute</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td><strong>Standard of general education</strong></td>
<td>o Educated to A Level Standard or equivalent</td>
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<tr>
<td><strong>Academic qualifications</strong></td>
<td>o Graduate in a business related subject</td>
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<tr>
<td><strong>Professional qualifications</strong></td>
<td>o Attained or working towards CIPS qualification</td>
<td>o Previous line management responsibility</td>
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<td></td>
<td>o (Willingness to commence studies if not already in place)</td>
<td>o Broad Category knowledge</td>
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<tr>
<td><strong>General skills/experience</strong></td>
<td>o Excellent communication and analytical skills</td>
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<td>o Computer literate including the use of MS Office and experience of statistical analysis</td>
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<td><strong>Specific knowledge and skills</strong></td>
<td>o A thorough understanding, and proven experience of applying, the EU Public Procurement Directives and Public Contracts Regulations.</td>
<td>o Experience of working within HE or another public sector environment within a Procurement Department.</td>
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<td>o Knowledge of supplier sourcing, supplier vetting and supplier performance monitoring.</td>
<td>o Experience with E-tendering systems</td>
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<td>o Working knowledge of purchasing legislation/contract law.</td>
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<td>o Ability to apply and understand a robust Category approach to the Procurement activity including experience of using and managing SLA’s/KPI’s</td>
<td>o Construction Tender and Contract management experience</td>
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<td>o Coordinate Tender activities and Contract Management</td>
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<td>o Familiarity with public sector Estates Contracts i.e. capital and term</td>
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<td><strong>Personal attributes required for effective performance in role</strong></td>
<td>o Ability to work on own initiative in addition to supporting and mentoring other members of the team</td>
<td>o Familiarity with public sector Estates Contracts i.e. Term and Service and Capital.</td>
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<td>o Professional attitude and an ability to communicate positively with a variety of personalities and job levels.</td>
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<td>o Attention to detail</td>
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<td>o Professional, confident and trustworthy</td>
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<td><strong>Other</strong></td>
<td>o Sensitivity, tactfulness and diplomacy</td>
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<td>o Commitment to Equal Opportunities/Racial Equality</td>
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</table>
The selection process will involve a panel interview with a short presentation, details of which will be provided to the shortlisted candidates on interview confirmation.

Interviews are expected to take place w/c 2nd December 2019.

If you would like an informal discussion about the role please contact:
Fiona Ward, Head of Procurement (fiona.ward@wlv.ac.uk).