**JOB DESCRIPTION AND PERSON SPECIFICATION**

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| **POST TITLE:** | Procurement Co-ordinator – Permanent, Full Time |
| **DEPARTMENT:** | Finance Office |
| **SUB-DEPARTMENT:** | Procurement and Insurance Services Office |
| **POST RESPONSIBLE TO:** | Procurement Operations Manager |
| **POST RESPONSIBLE FOR:** | Scope for Senior Procurement Assistant or Procurement Assistant  (“Responsible For” dependent on operational needs) |
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| **SALARY IN THE RANGE:** | £22,017 to £25,482 |
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| **CLOSING DATE:**  **INTERVIEW DATE:** | Midnight 4th June 2019  17th/19th June 2019 |

**JOB PURPOSE**

To support the Procurement and Insurance Office across all / any streams of activities, working both with suppliers and University stakeholders to ensure that the full benefits of procurement activities are realised, that procurement initiatives are delivered effectively and that target savings and efficiencies are achieved.

**DUTIES AND RESPONSIBILITIES**

(Note, this is a generic job description, specific duties and responsibilities will be determined based on operational requirements across the following key areas)

1. **Procurement Processes**

* Determine and lead plans for certain commodity / project specific areas, implementing contracts, negotiating with suppliers when agreeing contract terms and promoting contract compliance across the University.
* Conduct compliant lower value (non EU) tenders, request for quotations or mini competitions via In-Tend.
* Prepare and analyse spend reports in order to suggest improvements to contract use.
* Maintain contract information and monitor spend to achieve savings and value for money.
* Promote best procurement practices within the University, providing advice on Financial Procedure – Procurement, approved suppliers and their pricing, as required.
* As required, ensure the efficient expediting of equipment orders relating to capital equipment projects. Work actively with external suppliers and internal departmental colleagues in order to progress, record and report on confirmed delivery dates, shipping arrangements, invoicing and ensure all associated documentation is obtained for audit purposes

1. **SAP Processes**

* Provide Purchase Order placement service to support departments, as required, and ensure correct input of details including pricing, supplier, descriptions, SAP coding, appropriate text.
* Work actively with internal and external stakeholders to ensure full and correct information is detailed on Purchase Orders and appropriate approvals are obtained at various stages prior to Purchase Order issue.
* Identification of errors and correction thereof in relation to SAP records, for example, Goods Receipting, Invoice Receipting, Units of Measure.
* Creation and maintenance of Material Master, Info Records and Source Lists to reflect correct procurement sources, pricing and effective dates.

1. **Supplier Control**

* Produce and analyse usage reports and liaise with departments in order to determine compliant spend, as required.
* Review intended use of suppliers in line with current approved suppliers and recommend approval for use either at vendor creation stage or on an annual basis, as required.
* Draft recommendations for agreement with Line Manager (as required) and communication with departments.

1. **Procurement Card Programme**

* Administration of the Procurement Card Application and Card Issue processes.
* Monthly audit of procurement card spend to ensure compliance with Conditions of Use and identify opportunities for more formalised arrangements to achieve best value for money or recommendations for card withdrawals.
* Monitor and review the Procurement Card Conditions of Use to ensure continually in line with Financial Procedure – Procurement and updated as required in line with new legislation or developments e.g. GDPR, Freedom of Information Act
* Produce spend reports as required detailing top spend categories, merchants and recommendations for improvement.

1. **eProcurement**

* Manage the supplier on-boarding process, including activities such as determination of catalogue type (hosted catalogue, punch-out, form) and PO distribution method. Monitor progress in line with agreed enablement timescales.
* Manage supplier catalogues undertaking attributes flagging and price and content verification to ensure detail is in accordance with University contracts.
* Conduct cost/benefit analysis of adding further hosted catalogues.
* Analyse supplier usage via MI reports from the eProcurement tool and SAP and identify opportunities for further supplier onboarding, supplier reduction, savings / lost savings, core list analysis.
* Provide guidance and training to departmental users of the eProcurement system.

1. **Market and Pricing Analysis**

* Analyse market trends and pricing to inform sourcing decisions and make best pricing available to Departments.
* Liaise with departmental users to resolve sourcing issues.
* As required, undertake product sourcing exercises in line with Financial Procedures in order to source products for best value to the University and within required timescales.

1. Additional duties as determined by the Line Manager.

**PERSON SPECIFICATION**

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| **Essential Criteria** | **Essential Criterion Description**  *The Person Specification focuses on the essential and desirable knowledge, skills, experience and qualifications required to undertake the role effectively. This is measured by (a) Application Form, (b) Test/Exercise, (c) Interview, (d) Presentation. Enter (a), (b), (c) or (d) alongside each selection criterion in the ‘Measured by’ column.* | **Measured by** |
| E1 | Good knowledge and experience gained in a busy, ideally procurement, office environment, a good standard of education is expected particularly in the areas of literacy and arithmetic | a,c |
| E2 | Experience gained in a busy (ideally procurement) office. Evidence of past employment that required attention to detail and a high level of analytical skills | a,c |
| E3 | Good understanding of procurement processes both in terms of P2P (Purchase to Pay) systems and best practice procurement | a,c |
| E4 | Excellent communication skills with the ability to build relationships with both internal customers and external suppliers. Ability to communicate effectively both orally and written. | a,c |
| E5 | Excellent attention to detail with a high degree of numerical accuracy | a,c |
| E6 | A strong and confident and pro-active approach to problem solving | a,c |
| E7 | Good analytical skills | a,c |
| E8 | The ability to work under pressure and to meet time-based targets within a team environment | a,c |
| E9 | Ability to prioritise tasks effectively and work to deadlines | a,c |
| E10 | High degree of personal initiative and responsibility with strong organizational skills | a,c |
| E11 | A high level of spreadsheet experience with the ability to adapt relevant data | a,c |
| E12 | A good understanding of various software packages and corporate finance systems particularly MS Office and ideally SAP | a,c |
| E13 | The ability to produce and present meaningful, accurate and concise written and numerical reports | a,c |
| **Desirable Criteria** | **Desirable Criterion Description** | **Measured by** |
| D1 | Studying for an appropriate Professional Qualification e.g. Chartered Institute of Purchasing and Supply Diploma, AAT | a,c |
| D2 | A good understanding of procurement process and in particular EU Procurement Directives and the Public Contracts Regulations. | a,c |
| D3 | Full understanding of eProcurement tools and the SAP Purchase Order module and understanding of how information entered onto Purchase Orders links into other areas of SAP e.g. GL coding, project reporting etc | a,c |
| D4 | Understanding of tendering processes and eTendering systems such as In-Tend | a,c |

**FURTHER PARTICULARS**

Further information about the University and Life at Warwick including rewards and benefits can be obtained from:

<https://warwick.ac.uk/services/humanresources>

Further information about the Finance Office can be obtained from:

<https://warwick.ac.uk/services/finance/>

Further information about the Procurement and Insurance Office can be obtained from:

<https://warwick.ac.uk/services/finance/procurement_and_insurance>