Procurement Specialist

<table>
<thead>
<tr>
<th>Department:</th>
<th>Finance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade/ Salary:</td>
<td>Grade 7, £43,252 (SP35)</td>
</tr>
<tr>
<td>Contract Type:</td>
<td>12 Month TFC to 31st July 2023</td>
</tr>
<tr>
<td>Hours:</td>
<td>35 hours per week (Full time)</td>
</tr>
<tr>
<td>Location:</td>
<td>New Cross, London</td>
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Goldsmiths

Goldsmiths, University of London is a world-leading centre of educational excellence where ground-breaking research meets innovative teaching and thinking. We're looking for inspiring and talented people to help build on our global reputation while also growing personally in a true learning organisation.

We are happy to supply information in alternative formats for disabled applicants. Please contact hr@gold.ac.uk to make your request.

Passionate about advancing equality and celebrating diversity. Together, we are different.

1 Goldsmiths, University of London, New Cross, London, SE14 6NW
Department of Finance

Goldsmiths, University of London, is proud of its reputation for innovative and challenging thinking across its wide range of disciplines. One of its major strengths is its interdisciplinary ethos - the way in which departments, centres and units interrelate to offer new perspectives and insights.

The Finance Department has responsibility for budget preparation and monitoring, financial accounting, treasury management and control of all payments made and income received by the College. The main aims and objectives of the Department can be summarised as follows:

• To play a leading role in the development and implementation of the College’s financial strategies;
• To value professionalism, integrity, quality and individual commitment;
• To set attainable standards of service and ensure that they are met;
• To become customer-orientated; responding to customers’ needs and cooperating with and supporting customers;
• To help customers to interpret and make use of the information which we provide;
• To communicate effectively;
• To be helpful, friendly and professional in dealing with telephone and other enquiries;
• To provide timely, accurate and appropriate management information to the College’s Senior Management Team, to all College Committees, to the College Council, to departments and to other users;
Job description

Reporting to: Head of Procurement
Reports: None

Summary:
The role of Procurement Specialist will be key in supporting the Head of Procurement in enabling Goldsmiths to achieve its organisational goals by supporting the University in the procurement of a diverse range of goods and services, achieving planned cost savings and plays a key role in the delivery of the identified efficiencies and savings related to the non-pay recovery programme. You will be expected to support the continuing development of the procurement function into one that is more strategic in nature. You will ensure that you work with the Head of Procurement on the delivery of value for money outcomes and improved processes and communication to non-financial staff on the requirements and best practice procurement activity. The post will play an important part in the process of improving Goldsmiths’ commercial focus. You will be expected to negotiate on behalf of the College to secure contracts, improved service delivery and drive on-going cost savings and efficiencies. Whilst you may be asked to support procurement activities across the College it is envisaged that the roleholder will primarily support the academic departments in their procurement needs.

Main duties:

• To provide guidance to and undertake procurement activities on behalf of Departments across Goldsmiths;

• To maximise the advantages to be gained from centrally negotiated contracts for goods and services and the monitoring of the continued effectiveness of those contracts by using and supporting other business users on the Proactis Contract Management System, eProcurement and eCatalogue system.

• To support the development of the Procurement Strategy and ensuring its full implementation;

• To promote value for money by undertaking a range of procurement activities from ad-hoc low value purchases, further competitions via appropriate Framework Contracts and full competitive tender processes,
• To advise all Goldsmiths staff in areas of professional expertise;
• To keep abreast of developments affecting the College;
• To ensure adherence to Goldsmiths Financial Regulations;
• To provide contractual advice to a wide range of staff, many with no purchasing expertise;
• To conduct seminars/training for staff on procurement and related matters to improve our commercial focus and Goldsmiths ability to get best value from the procurement process;
• To complete returns and surveys, some of which are compulsory, in a timely manner;
• To promote and develop procurement expertise across Goldsmiths;
• To ensure compliance with EU and UK Public Sector regulations;
• To prepare reports and be available to discuss Value for Money Reports with the Audit Committee;
• To support the active management all significant national contracts and contracts negotiated by the London University Purchasing Consortium, ensuring efficient and effective delivery of the arrangements, monitoring performance and cost to ensure value for money throughout the life cycle of the contract;
• To continually develop best practice procurement policy, maintaining awareness of developments in EU and UK legislation, implementing change as required;
• To develop more efficient procurement systems and processes;
• To undertake the necessary procurement approvals within the Colleges system for electronic purchasing (Business World).

You will be required to undertake any other duties as may reasonably be required
• Ensure that you are aware of and aligned with Goldsmiths’ Regulations, Strategy, and Objectives to work together to proactively advance Equality and Diversity
• At all times to help maintain a safe working environment by participating in training as necessary and following the Goldsmiths’ Health and Safety Codes of Practice and Policy.
Person Specification

Detailed below are the types of qualifications, experience, skills and knowledge which are required of the post holder. Selection will be made upon evidence of best-fit with these criteria.

The Essential criteria sections show the minimum essential requirements for the post, therefore if you cannot demonstrate in your application you meet the essential criteria categorised below, you will not be invited to interview.

The Desirable criteria sections show additional attributes which would enable the applicant to perform the role more effectively with little or no training.

The Category column indicates the method of assessment:

- **A** = Application form
- **C** = Certificate
- **I** = Interview
- **R** = Reference
- **T** = Test / **P** = Presentation

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Essential</th>
<th>Desirable</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educated to degree level or equivalent</td>
<td></td>
<td>√</td>
<td>A, C, I</td>
</tr>
<tr>
<td>A member of the Chartered Institute of Purchasing &amp; Supply (MCIPS)</td>
<td></td>
<td>√</td>
<td>A,C,I</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Experience</th>
<th>Essential</th>
<th>Desirable</th>
<th>Category</th>
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<tbody>
<tr>
<td>Experienced in implementing and embedding procurement strategies, procurement policies and procedures.</td>
<td></td>
<td>√</td>
<td>A,I,R</td>
</tr>
<tr>
<td>Experience of using key performance data and the associated reporting to measure the effectiveness of the procurement function.</td>
<td></td>
<td>√</td>
<td>A,I,R</td>
</tr>
<tr>
<td>Experienced in implementing and embedding Contract Management principles and processes and</td>
<td></td>
<td>√</td>
<td>A,I,R</td>
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in supporting Departments in the management of Contracts.

| Experience of devolved purchasing arrangements (using Electronic approval processes via Business World Unit4 etc) | √ | A,I,R |
| Spend category knowledge and hands on experience in delivery procurement processes in an HE environment (ideally for academic departments) | √ | A,I,R |

### Knowledge

| Up-to-date knowledge of best procurement practice and techniques | √ | A,I |
| Knowledge of running efficient and effective end to end procurement processes including tendering via Framework Contract Agreement | √ | A,I |
| Understanding of Public and Higher Education Sector Procurement | √ | A,I,R |

### Skills

| Interpersonal and negotiation skills | √ | A,T,I |
| Communication skills, both oral and written | √ | A,T,I |
| Ability to prioritise a varied workload and meet demanding deadlines | √ | A,I,R |
| Excel skills to macro level | √ | A,I,T,R |
| Ability to deliver change | √ | A,I,R |

### Additional Attributes

| Aptitude for carrying out complex analysis to aid policy formulation | √ | A,I,R |
| A proactive and willing team player, motivated to continually support the development of procurement best practice as part of the Procurement team | √ | A,I,R |
| An open, enthusiastic, self-motivated individual, able to work effectively with other functions and peers, within and external to Goldsmiths | √ | A,I,R |
Please also note that where qualifications are required, employment is conditional on the verification of them. Qualifications (must be original documents) will be checked on the first day of appointment.

Summary of Benefits

If you choose to work with us, you’ll become part of a learning organisation that is committed to professional and personal development, with a comprehensive and innovative staff development programme.

You’ll also have access to frequent lunchtime and evening talks, seminars and performances, and annual performance and development reviews.

Our other benefits include:

- Competitive salary
- Working in Zone 2, with fantastic transport links and interest free travel to work loans
- Excellent annual leave entitlement plus additional closure days at Christmas and Easter
- Membership of USS or LPFA pension scheme, dependent upon grade
- Access to exclusive discounts, including high street retailers
- Maternity, paternity, shared parental leave and adoption leave and pay and tax efficient childcare voucher scheme
- Contractual sick pay provision
- Free eye tests
- Wellbeing initiatives including the Chaplaincy and Staff Choir
- On-site dining facilities and gym
• Access to University of London facilities such as Senate House Library

Further information

For more information about Goldsmiths, please visit: www.gold.ac.uk/about.

We can supply information in alternative formats for people with a visual impairment or dyslexia. For this please contact hr@gold.ac.uk, or visit www.gold.ac.uk/hr.

Thank you for your interest in working with us, we wish you all the best with your application.