

<b>Job Title</b>	Procurement Assistant
<b>Department</b>	Procurement
<b>Reports to</b>	Category Manager
<b>Grade</b>	Grade 3
<b>Purpose &amp; Overview</b>	<p>To support the delivery of the WWU Procurement Strategy and Annual Procurement Plan.</p> <p>Reporting to the relevant Category Manager as part of the Procurement Team, this person will support the category team with sourcing activities focused around, online tender set-up in our e-sourcing platform (questions, scoring criteria, evaluation), completion of initial reviews of Pre-Qualification Questionnaires (PQQ)/Conditions of Participation and post tender contract implementation.</p> <p>This person will also be responsible for the proactive maintenance of the Approved Vendor List (AVL) for their category, completing supplier AVL vetting, the maintenance of associated held supplier data, ad hoc sourcing of non-contracted requirements and transactional procurement activities as required.</p> <p>They will support the wider decentralised procurement model operated by WWU by acting as a Subject Matter Expert (SME) for internal customer focused support for business lead queries whilst ensuring Procurement Policy compliance.</p>
<b>Key Accountabilities</b>	<p>Key responsibilities will include:</p> <ul style="list-style-type: none"> <li>• WWU Supplier vetting and Supplier compliance</li> <li>• Co-ordinating supplier audits as appropriate, in a compliant and timely manner, as well as co-ordinating the closure of any gaps identified.</li> <li>• Complete supplier record maintenance activities in a compliant and timely manner.</li> <li>• Compliant and timely Contract Management activities including: <ul style="list-style-type: none"> <li>○ Coordinating in-term Contract extensions and price review calculations.</li> <li>○ Supplier performance coordination and minute taking for supplier management meetings.</li> <li>○ Maintenance of the Approved Vendor List (AVL)</li> <li>○ Creation and on-going maintenance of procurement catalogues</li> </ul> </li> <li>• Support the implementation of Contracts</li> <li>• Compliant and time-bound Sourcing Activities including: <ul style="list-style-type: none"> <li>○ Spend preparation and analysis</li> <li>○ Utilisation of e-sourcing tool, creation of e-sourcing events utilising templates including appropriate scoring methodology.</li> <li>○ Creation of sourcing documents from templates.</li> <li>○ Support the peer review of events prior to launch.</li> <li>○ Taking the lead in smaller sourcing activities</li> </ul> </li> <li>• Departmental Specific Activities including: <ul style="list-style-type: none"> <li>○ Review and approve PO Governance information. Analyse and address trends.</li> <li>○ Documentation and process standardisation activities.</li> <li>○ Acting as the first point of contact for both suppliers and business stakeholders to enable self-sufficiency in the use of procurement systems and resolve contract queries.</li> <li>○ Provide appropriate advice against the Procurement Policy to ensure compliance</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Ensure efficient and accurate administration and maintenance of records, files and associated systems. Maintaining appropriate document records of contracts and related contractual documentation.</li> <li>○ Undertake wider departmental tasks within the Procurement team as required.</li> <li>○ Providing cross category support for other category teams during staff absences.</li> <li>○ Develop and maintain a working knowledge of WWU Procurement Policy, processes &amp; procedures.</li> <li>○ Develop and maintain an overview knowledge key WWU Policy, processes &amp; procedures.</li> <li>● Develop and maintain an overview knowledge of Procurement legislation</li> </ul>
<b>Technical Know-How &amp; Skills</b>	<ul style="list-style-type: none"> <li>● Minimum of 5 GCSE's, of which 2 must a grade 4 (or C in Wales), or equivalent, in English Language and Maths.</li> <li>● Full UK driving licence.</li> <li>● Relevant experience in either procurement, purchasing, contracting or supplier management.</li> <li>● Basic level of commercial or contract knowledge.</li> <li>● The ability to build and maintain strong business relationships with stakeholders and suppliers.</li> <li>● The ability to confidently communicate with stakeholders at all levels within the business.</li> <li>● Strong written and verbal communication skills.</li> <li>● Strong analytical skills with a high attention to detail and a proactive nature.</li> <li>● You must be highly organised and can thrive in a busy environment.</li> <li>● Take ownership and responsibility for delivering against performance objectives and role responsibilities.</li> <li>● Ability to work both under own initiative and as part of a team.</li> <li>● Ability to prioritise own workload and multi-task whilst ensuring SLA's are met.</li> <li>● Strong working knowledge of Microsoft Office packages particularly Word, Excel and TEAMS.</li> <li>● Be confident in the use of a range of IT solutions utilised in procurement activities, such as SAP and e-sourcing platforms.</li> </ul>