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| <b>Job Title</b>              | Procurement Specialist for Direct Goods & Products                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Department</b>             | Procurement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Reports to</b>             | Category Manager                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Grade</b>                  | Grade 5                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Purpose &amp; Overview</b> | <p>To contribute to 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 and wider department by managing and compliantly delivering higher value strategic and critical regulated sourcing events.</p> <p>They will lead on the supplier and contract management processes for certain strategic or critical suppliers to enable the WWU business to maximise the value obtained from its supplier relationships, including on-going supplier performance.</p> <p>They will also be responsible for the proactive maintenance of the Approved Vendor List (AVL) for their category to ensure optimum availability of suppliers who are fully accredited and compliant with the required standards of WWU.</p> <p>They will be involved with and/or lead procurement initiatives in order to improve the efficiency and effectiveness of the Procurement team and improve the overall service offering to the wider WWU business.</p> <p>They will support the Procurement team and wider business by being recognised as a Subject Matter Expert on managing supplier relationships and performance on designated key contracts.</p> |
| <b>Key Accountabilities</b>   | <p>Key responsibilities will include:</p> <ul style="list-style-type: none"> <li>• Successfully delivering key multi-stage sourcing events in full compliance with the appropriate procurement legislation and regulations and in line with the WWU Procurement Policy including:               <ul style="list-style-type: none"> <li>○ Data collection, supply market analysis and pre-market engagement</li> <li>○ Stakeholder management, including Conflicts of Interest, to ensure the timely and effective delivery of sourcing event</li> <li>○ Creation and development of appropriate tender documentation to ensure robust and effective sourcing event outcomes</li> <li>○ Effective and efficient utilisation of the WWU eProcurement Solution</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

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|                                        | <ul style="list-style-type: none"> <li>○ Leading on both supplier and contract negotiations</li> <li>○ Establishing contracts</li> <li>○ Effective implementation of new contractual arrangements across the WWU business.</li> </ul> <ul style="list-style-type: none"> <li>• Successfully manage key contracts and supplier relationships to maximise the benefit and value to WWU, including acting as the first point of contact for both suppliers and business stakeholders to help resolve sourcing and contract queries.</li> <li>• Maintain the category Approved Vendors List to ensure the optimum number of suitably competent and fully accredited suppliers are available for use by the business to allow them to comply with the WWU Procurement Policy</li> <li>• Ensuring ongoing business stakeholder compliance with WWU procurement policy, procedures and processes and assisting in the development and implementation of any new policy, procedures and processes.</li> <li>• Contribute to the ongoing development and performance improvement of the Procurement Team through the leading on or active participation in both current and future development projects.</li> <li>• Ensuring efficient and accurate administration and maintenance of appropriate records, documents, files and associated systems of sourcing events, supplier information, contracts and related contractual documentation to ensure a robust audit trail is established.</li> <li>• Act as the point of contact for both suppliers and business stakeholders on designated key contracts to help resolve sourcing and contract queries</li> <li>• Develop and maintain a strong knowledge of procurement legislation and regulations, procurement best practice, contract terms and conditions and successfully apply these to procurement activities</li> <li>• Develop and maintain a strong knowledge of relevant business / category relevant legislation and regulations and incorporate these into procurement activities where appropriate</li> </ul> |
| <b>Technical Know-How &amp; Skills</b> | <ul style="list-style-type: none"> <li>• Relevant experience in successfully delivering multi-stage tender events</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

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|                       | <ul style="list-style-type: none"> <li>• Strong level of commercial or contract knowledge.</li> <li>• Excellent ability to build and maintain strong business relationships with stakeholders from within the business and suppliers</li> <li>• The ability to confidently and effectively communicate with stakeholders across all levels within the business and suppliers</li> <li>• Develop and maintain a strong knowledge of the WWU Procurement Policy, processes &amp; procedures.</li> <li>• Develop and maintain a good knowledge of wider key WWU Policy, processes &amp; procedures.</li> <li>• Develop and maintain a strong knowledge of UK Procurement legislation</li> <li>• Strong written and verbal communication skills.</li> <li>• Highly organised and structured who can thrive in a busy environment</li> <li>• Able to be proactive, take ownership and responsibility for delivering against performance objectives and role responsibilities.</li> <li>• Able to work both under own initiative and as part of a team.</li> <li>• Able to prioritise own workload and manage multiple projects simultaneously</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> <li>• An energetic, flexible, commercially aware and customer focused individual</li> </ul> |
| <b>Qualifications</b> | <ul style="list-style-type: none"> <li>• Relevant degree qualification and / or studying for MCIPS qualification.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Job Dimensions</b> | <ul style="list-style-type: none"> <li>• Full UK driving licence</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |