



<b>Job Title</b>	Assistant Buyer
<b>Reports To</b>	Category Manager
<b>Grade</b>	Grade 4

<b>Purpose</b>	<p>To support the delivery of the WWU Procurement Strategy and Annual Procurement Plan.</p> <p>Reporting to the Category Manager as part of the Procurement Team, this person will support with delivering sourcing events both in line with the Annual Procurement Plan and ad-hoc sourcing requirements as required by the business.</p> <p>Be involved with procurement initiatives in order to improve the overall performance of the Procurement function.</p> <p>The individual will support the contract management process that will enable the business to maximise the value obtained from its supplier relationships. This includes ongoing Supplier Performance.</p> <p>They will also support the day to day procurement and with contract management issues, supplier performance issues and new procurement initiatives on designated contracts.</p>
<b>Key Accountabilities</b>	<p>Key responsibilities will include:</p> <ul style="list-style-type: none"> <li>• Supporting the Category Manager and/or Buyer in the successful delivery of tender events.</li> </ul> <p>This will include but not be limited to:</p> <ul style="list-style-type: none"> <li>○ Data collection and preparation</li> <li>○ Supply market analysis and benchmarking</li> <li>○ Stakeholder identification and management</li> <li>○ Contribute with Stakeholder Engagement sessions</li> <li>○ Contribute to the creation of specifications relating to tender activity</li> <li>○ Drafting of ITTs and RFQs from standard documentation templates</li> <li>○ Effective and efficient utilisation of the WWU E-Procurement Solution</li> <li>○ Post tender analysis</li> <li>○ Contribute to Supplier Negotiations</li> <li>○ Contribute to drafting of Contract Award Papers</li> <li>○ Support the implementation of new Suppliers / Processes following Contract Awards.</li> </ul> <ul style="list-style-type: none"> <li>• Maintaining an understanding of;       <ul style="list-style-type: none"> <li>○ EU and other appropriate procurement legislation and regulations</li> <li>○ Procurement best practice</li> <li>○ Contract terms and conditions</li> <li>○ Service Level Agreements and Key Performance Indicators</li> <li>○ WWU Procurement Policy</li> <li>○ Relevant business related legislation and regulations</li> </ul> </li> <li>• Act as the first point of contact for both suppliers and business stakeholders to help resolve sourcing and contract queries.</li> <li>• Act as the key point of contact to WWU business stakeholders to assist in resolution of procurement systems / initiative queries e.g. provide expert guidance/training to SRM users.</li> <li>• Maintain the category AVL 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> </ul>

	<ul style="list-style-type: none"> <li>Contribute to the ongoing development and performance improvement of the Procurement Team through the active participation in both current and future development projects.</li> <li>Ensuring efficient and accurate administration and maintenance of records, files and associated systems (including Vendor Master and Framework Order creation). Maintaining appropriate electronic and hard copy document records of contracts and related contractual documentation.</li> <li>Undertake wider departmental tasks within the P&amp;L team as required.</li> </ul>
<b>Technical Know-How &amp; Skills</b>	<ul style="list-style-type: none"> <li>Broad relevant procurement experience alongside relevant degree qualification and/or MCIPS qualification</li> <li>Strong Commercial awareness</li> <li>Good Relationship Building skills</li> <li>A good understanding of EU procurement regulations and contract processes, procedures and best practices</li> <li>A focused self-starter who takes ownership and responsibility for delivering against performance objectives</li> <li>Ability to communicate and interact effectively at different levels within the business. Good written communication skills</li> <li>Excellent analytical and organisational skills</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</li> <li>An energetic, flexible, commercially aware and customer focused individual</li> </ul>