

Job Title	Buyer for Indirect
Department	Procurement
Reports to	Category Manager
Grade	Grade 5
Purpose & Overview	<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 and wider department by managing and delivering sourcing events in line with the Annual Procurement Plan and on adhoc sourcing requirements as required by the business.</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 supplier and contract management processes to enable the WWU business to maximise the value obtained from its supplier relationships.</p> <p>They will support the Procurement team and wider business by being recognised as a key point of contact to manage supplier relationships on designated contracts.</p>
Key Accountabilities	<p>Key responsibilities will include:</p> <ul style="list-style-type: none"> • Successfully delivering tender sourcing events in full compliance with the appropriate procurement legislation and regulations and in line with the WWU Procurement Policy. <p>This will include but not be limited to:</p> <ul style="list-style-type: none"> ○ Data collection and preparation ○ Supply market analysis and pre-market engagement ○ Stakeholder identification and management ○ Manage conflict-of-interest process ○ Contribute and lead stakeholder engagement sessions ○ Contribute to the creation of specifications relating to tender activity ○ Draft ITT's and RFQ's ○ Effective and efficient utilisation of the WWU E-Procurement Solution ○ Conduct post-tender outcome analysis ○ Lead on supplier negotiations ○ Develop award recommendations and secure required approvals ○ Roll out and implement new contractual arrangements across the WWU business. <ul style="list-style-type: none"> • Successfully manage contracts and supplier relationships to maximise the benefit to WWU. Including acting as the first point of contact for both suppliers and business stakeholders to help resolve sourcing and contract queries. • Maintain the category Approved Vendors List to ensure the optimum number of suitably competent and fully accredited suppliers are available

	<p>for use by the business to allow them to comply with the WWU Procurement Policy</p> <ul style="list-style-type: none"> • Ensuring ongoing business stakeholder compliance with WWU procurement policy, procedures and processes. and assisting in the development • Contribute to the ongoing development and performance improvement of the Procurement Team through the active participation in developing and implementing any new policy, procedures and processes. • Ensure efficient and accurate administration and maintenance of records, files and associated systems to create robust audit trails. • Maintain appropriate electronic contractual documentation to ensure the timely updating and renewal of designated contracts. • 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. • Undertake wider departmental tasks within the P&L team as required. • Maintaining an understanding of; <ul style="list-style-type: none"> ○ WWU Procurement Policy ○ Procurement legislation and regulations e.g. Procurement Act 2023 ○ Sustainable Procurement ○ Procurement best practice ○ Contract terms and conditions ○ Service Level Agreements and Key Performance Indicators ○ Associated non-procurement legislation e.g. Modern Slavery Act 2015
Technical Know-How & Skills	<ul style="list-style-type: none"> • Comprehensive relevant procurement experience and/or MCIPS qualification with some practical experience • Strong Commercial awareness and understanding of contract terms. • Excellent Stakeholder Management skills • A good understanding of UK procurement regulations and contract processes, procedures and best practices • A focused self-starter who takes ownership and responsibility for delivering against performance objectives • Ability to communicate and interact effectively at all levels within the business. Good written communication skills • Excellent analytical and organisational skills • Ability to work both under own initiative and as part of a team • Ability to prioritise own workload and multi-task • Good working knowledge of E-Procurement and Microsoft Office packages

	<ul style="list-style-type: none">• Ability to operate procurement information systems and data manipulation, ideally with experience of using major ERP applications (SAP S/4, Ariba Buyer, etc.)• An energetic, flexible, commercially aware and customer focused individual• Tact and diplomacy, ability to make decisions and take calculated risks
--	---