Job Related Information

This document includes information about the role for which you are applying and the information you will need to provide with your application.

1. Role Details

<table>
<thead>
<tr>
<th>Vacancy reference</th>
<th>14202</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job title:</td>
<td>IT Procurement Assistant</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Technical Lifecycle Manager</td>
</tr>
<tr>
<td>Salary:</td>
<td>£22,214 to £24,983 depending on experience and qualifications</td>
</tr>
<tr>
<td>Terms and conditions:</td>
<td>Terms and Conditions – Secretarial &amp; Clerical Related</td>
</tr>
<tr>
<td>Grade</td>
<td>Grade 5</td>
</tr>
<tr>
<td>Duration of post:</td>
<td>12 month FTC</td>
</tr>
<tr>
<td>Working hours:</td>
<td>37 hours, Monday to Friday</td>
</tr>
<tr>
<td>Location:</td>
<td>Milton Keynes</td>
</tr>
<tr>
<td>Closing date:</td>
<td>Midday 2 February 2018</td>
</tr>
<tr>
<td>Type of application form accepted:</td>
<td>Long version application and covering letter</td>
</tr>
<tr>
<td>Number of referees required:</td>
<td>3</td>
</tr>
<tr>
<td>Unit recruitment contact:</td>
<td>IT-Recruitment</td>
</tr>
</tbody>
</table>
2. Summary of duties

About the Role

The role holder will be responsible for supporting all procurement activity, working closely with the Technical Lifecycle Manager. The role holder with act as and provide a central procurement point on all activity related to Procurement for IT, and providing full governance support, including the support of contract negotiations, extensions, licence agreements etc. A primary focus of the role will be to support the department in ensuring value for money at every stage of procurement processes and engagement. The role holder will also be a conduit into the Central Procurement Office and will liaise with our contacts on a daily basis to ensure we work to policy, process and within legal boundaries.

Key Activities

- To have a sharp focus on cost-savings, efficiency and effectiveness.

To support the Technical Lifecycle Manager with the procurement function within IT, alongside the IT Commercial & Finance Assistant To update and keep records relating to procurement activity, updating in-house systems daily and in accordance with policy.

- To support the management and coordination of procurement activity.
- To support the management, coordination and assist in the development, implementation and integration of procurement strategy and policy across the unit.
- To provide support to the IT Finance Manager, developing and managing processes within the team, Corporate Services and IT.
- To positively promote the ‘One IT’ ethos that is being adopted.
- To provide support cover across all areas of the IT Finance Team and IT Corporate Services as and when required.

Main Responsibilities

- To support supplier negotiations with local, national and international suppliers.
- To support the production of and assist with the tender process from initiation to completion.
- To support the effective implementation of new procurement contracts and licensing agreements.
- To support and assist in reviews of existing business procurement contracts and licensing agreements.
- Proactively perform reviews of suppliers and contracts to give early insight of when contracts need renegotiation or initiating.
- To support the sourcing for new products and services as per requirements with a view of reducing spend.
- Attend and minute supplier meetings as appropriate.
- Day to day ordering of new hardware and software as instructed
- To support the coordination and management of suppliers (existing and new) and contracts engagement.
- To work closely with the Central Procurement Team to support new bids and tenders. Chasing outstanding orders with suppliers, keeping all stakeholders informed and up-to-date on progress.
- Raising requisitions and purchase orders for miscellaneous services or purchases as instructed, ensuring that all orders are raised using the purchasing system, tracking through authorisation to completion.
- To record all purchase requisitions and orders raised on all budget codes, recording the commitment in the appropriate spreadsheet.
- Close monitoring of generic e-mail boxes, responding to queries in line with SLAs and disseminating information appropriately.
• Work with the IT Finance Manager to enable a clear customer focus and support procurement processes.
• To identify areas for improvement and growth within procurement and the broader IT Corporate Services Support Team.
• Assisting with invoice queries relating to procurement activity.
• To assist in ensuring that all procurement processes and policies are complied with and adhered to.
• Any other appropriate duties, as determined by the IT Commercial & Finance Manager.

3. Person specification

Requirements  (E = Essential/ D = Desirable)

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>Educated to A Level or equivalent</td>
<td>Educated to A Level or equivalent.</td>
<td></td>
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</tbody>
</table>
| Knowledge, work and other relevant experience | • Previous experience in a Commercial and Finance Team, specifically procurement.  
• Ability to apply a highly analytical and methodical approach to problem solving and cost effective procurement.  
• Be competent and efficient at keeping databases updated  
• Meticulous attention to detail especially whilst juggling workloads and working on priority procurement/tenders.  
• Ability to work in a fast pace and changing environment.  
• Proven experience of working in an office environment.  
• Proven experience of supporting a commercial department.  
• Understanding of Word and Access Microsoft applications.  
• Advanced use of Excel.  
• Knowledge and understanding of Forecasting/Budget Setting.  
• Excellent interpersonal skills.  
• Ability to communicate effectively with staff at all levels.  
• Ability to work as part of a team.  
• Willingness to cover for absences within Commercial and Finance Team. | |
| Skills, capabilities and qualities | • Excellent communication skills.  
• Proven Skills in Microsoft Office Suite, particularly Excel, Word, Outlook and PowerPoint.  
• Relevant business administration, commercial and finance experience.  
• Ability to work discreetly, effectively and take own personal responsibility.  
• To be a natural support/procurement professional, able to tailor support and adapt their approach to each situation or task.  
• Energy and commitment to providing a top quality service.  
• Excited by and driven to deliver value for the organisation.  
• Good communication and influencing skills – verbal and written, with ability to liaise at all levels. | ECDL (European Computer Driving Licence). |
• Good planning and organisational skills.
• Able to prioritise workload and manage own time effectively.
• Personable approach to individuals.

4. Role specific requirements e.g. Shift working

N/A

5. About the unit/department

Information Technology (IT)

The Higher Education sector in England is undergoing dramatic change as institutions adjust to serious reductions in state funding for teaching and students have to bear more of the cost of their education. As well as these cost drivers, the entry of more private providers to the sector and the increasing consumer power of high fee-paying students will put a premium on service delivery and cost efficiency. In turn, this will throw emphasis on the development of robust, efficient, enterprise-scale IT systems to increase efficiency and customer choice.

Information Technology provides and supports all central University IT services and is responsible for the institution’s Technical Infrastructure. In addition to this service and support provision, IT develops systems to support the business requirements of the organisation.

IT Corporate Services

IT Corporate Services is a cross-functional, non-technical support team for IT. The team strengthens and supports all areas of IT and our focus is on governance, support, collaboration and quality of service. The main areas of focus for Corporate Service are: Project Support, Finance & HR, Commercial, Communications and Executive Team Support.

Key activities include:
• Project governance, reporting, analysis and support
• Recruitment, HR advice, training, budgets and purchasing
• Procurement, supplier engagement, contract renewals and management
• A range of IT communications – in both content and delivery options

In addition to this, we also work to support strategy development and delivery for IT, plan for staff engagement and development, as well as working with other areas of the University to develop better ways of working.
6. How to obtain more information about the role or application process

If you would like to discuss the particulars of this role before making an application please contact on or email:

If you have any questions regarding the application process please contact the recruitment team on 01908 653285 or email: IT-Recruitment@open.ac.uk.

7. The application process and where to send completed applications

<table>
<thead>
<tr>
<th>Please ensure that your application reaches the University by:</th>
<th><strong>Midday 2 February 2018</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Post it to:</td>
<td>Glyn Bailey</td>
</tr>
<tr>
<td>Name/Job title:</td>
<td></td>
</tr>
<tr>
<td>Department/Unit:</td>
<td>Information Technology</td>
</tr>
<tr>
<td>Address:</td>
<td>Walton Hall</td>
</tr>
<tr>
<td>Post Code:</td>
<td>MK7 6AA</td>
</tr>
<tr>
<td>Or e-mail your application to:</td>
<td><a href="mailto:IT-Recruitment@open.ac.uk">IT-Recruitment@open.ac.uk</a></td>
</tr>
</tbody>
</table>

8. Selection process and date of interview

<table>
<thead>
<tr>
<th>The interview panel will be chaired by:</th>
<th>TBA</th>
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</thead>
<tbody>
<tr>
<td>The other members of the interview panel will be:</td>
<td>TBA</td>
</tr>
<tr>
<td>The interviews will take place on:</td>
<td>TBA</td>
</tr>
<tr>
<td>The selection process for this post will include</td>
<td>TBA</td>
</tr>
</tbody>
</table>
We will let you know as soon as possible after the closing date whether you have been shortlisted for interview. Further details on the selection process will also be sent to shortlisted candidates.

Applications received after the closing date will not be accepted.