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>14345  (Part-Time)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job title:</td>
<td>Buyer</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Procurement Manager</td>
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<tr>
<td>Salary:</td>
<td>£32,548 - £38,833 per annum</td>
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<tr>
<td>Terms and conditions:</td>
<td>Academic Related</td>
</tr>
<tr>
<td>Grade</td>
<td>7</td>
</tr>
<tr>
<td>Duration of post:</td>
<td>Fixed Term Contract to 31 December 2019</td>
</tr>
<tr>
<td>Working hours:</td>
<td>18.5 hours per week</td>
</tr>
<tr>
<td>Location:</td>
<td>Milton Keynes</td>
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<tr>
<td>Closing date:</td>
<td>12 Noon Thursday 25 January 2018</td>
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<tr>
<td>Type of application form accepted:</td>
<td>Full application form and a covering letter setting out how you meet the person specification.</td>
</tr>
<tr>
<td>Number of referees required:</td>
<td>Two – including most recent employer</td>
</tr>
<tr>
<td>Unit recruitment contact:</td>
<td>Charlotte Boughton</td>
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</tbody>
</table>
2. Summary of duties

Main Purpose of the Post
The postholder will provide a professional procurement service including, stakeholder engagement, tendering, commercial negotiation and supplier management. At all times ensuring that value for money is achieved and ensuring that procurement decisions consider financial, environmental, health & safety and ethical policies and regulations.

Description of Duties of the Post

- Work with key stakeholders to develop sourcing strategies providing advice and guidance on potential procurement routes and evaluation approaches, having considered all key commercial and regulatory risks.

- Manage tendering activity in accordance with internal and external policies and regulations. Working in collaboration with key stakeholders, develop appropriate tender documentation ensuring sourcing projects are delivered efficiently and effectively. Provide advice on tender evaluation bidder engagement.

- To manage post tender negotiations, taking legal advice where required, with suppliers securing the best possible terms and conditions.

- Regularly prepare post tender reports, management information reports and savings reports.

- On a regular basis review and manage purchase requisitions allocated for action to ensure they are processed in line with University policy and procedures. Liaise with the requisitioner, Deputy Procurement Manager and suppliers where required to ensure the correct contractual documents are developed with the purchase order.

- Proactively assess and resolve procurement queries and issues related to projects or specific requisitions as required.

- Proactively build and maintain networks and working relationships with stakeholders across the University at multiple levels through the use of appropriate verbal and written communications (e.g. meetings, phone, email, reports).

- Undertake specific tasks and projects at the request of the Procurement Manager and Deputy Procurement Manager
3. Person specification

**Requirements (E = Essential/ D = Desirable)**

**Education, qualifications and training**

**Essential**

- CIPS Qualified

**Knowledge, work and other relevant experience**

**Essential:**

- Have broad procurement experience ideally gained in the public sector with a large complex multi-site organisation.
- Have experience of working with staff at all levels to develop project sourcing strategies for key areas of spend.
- Have experience of preparing and drafting tender documentation under official EU procurement procedures.
- Have experience or knowledge of public sector procurement and EU procurement Regulations.
- Have experience of reviewing, drafting and negotiation of commercial contractual documents.

**Desirable:**

- Experience of working in higher education sector
- Experience of using sector wide consortia agreements
- Experience of using online tendering and purchasing systems.

**Personal abilities and qualities**

**Essential:**

- Have excellent communication and interpersonal skills.
- Have knowledge and application of IT skills – specifically competent Word, Excel, Outlook and internet sourcing.
- Take personal responsibility for managing a busy workload by:
  - planning, prioritising and managing a number of projects
  - meeting critical deadlines and working under pressure
- Adhere to legal requirements, financial regulations and procedures.
- Make judgements on contractual and operational robustness of projects.
- Have the ability to take ownership of a problem and resolve it, having taken full account of the risks involved.
4. Role specific requirements e.g. Shift working

n/a

5. About the unit/department

The Finance Division provides accounting, procurement and commercial legal services to the University, helping to make best use of resources and fulfilling statutory responsibilities.

The Division has an open and supportive ethos.

The Finance Division is responsible for the overall running of the finances of The Open University under policies approved by Council on the recommendation of the University's Finance Committee. It operates under the Financial Regulations with which all units, staff and subsidiaries must comply.

The Division is headed by the Finance Director, and organised into three sections:

- Directorate
- Accounting Services
- Treasury Services

The Open University has a global budget of £400m.

ABOUT THE ACCOUNTING SERVICES TEAM

The section is responsible for providing accounting information and support to the University and its budget holders, for preparing the annual financial statements and for providing commercial legal services.

- Accountants and lawyers support a highly devolved budget holder structure
- Accountants have high profile contact outside the Division
- Accountants are involved in internal meetings of the units they support
- Accountants support institutional financial modelling, unit financial planning, budget setting, monitoring and reporting
- Accountants provide advice on VAT and other taxation matters in conjunction with the Taxation Manager
- Accountants manage the financial relationships with subsidiary companies
- Accountants and lawyers draft, review and negotiate contracts for services provided by the University

The Accounting Services Team is a dynamic, well motivated group who operate in a team-working environment combining professionalism with informality. Individual accountants enjoy considerable autonomy in doing their jobs, with significant personal responsibility and authority.

ABOUT THE TREASURY SERVICES TEAM

The University processes a large volume of financial transactions and the Treasury team seeks to achieve this accurately in a timely and cost-efficient manner. The team seeks to maximise working capital and invest available financial resources with financial institutions in a way that protects capital and generates a reasonable return. The Procurement Department procures goods and services in the most cost effective manner and where necessary in accordance with current EU Procurement Directives. The payroll department processes the University’s payroll for all full time staff, Associate Lecturers, most worldwide staff and subsidiary company staff. This department also administers travel and subsistence claims. The pensions team sit alongside the payroll team. Treasury Services also ensures compliance with VAT regulation and completes and submits VAT returns, and manages the University insurance.

The section also incorporates the OUSBA team who have direct contact with our Students relating to their loan arrangements.
The team comprises a range of committed staff providing an invaluable service to other staff and Units within the University and we take pride in providing a high quality service.

As an employer, the University offers a wide range of sporting and cultural facilities and activities, and both the University and the Division have active social programmes. The University also offers its employees the opportunity to study its courses free of charge (subject to certain conditions).

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 Stephen Hanlon, Procurement Manager (s.a.hanlon@open.ac.uk)

If you have any questions regarding the application process please contact Charlotte Boughton on 01908 653853 or email: Finance-Recruitment@open.ac.uk

7. The application process and where to send completed applications

| Please ensure that your application reaches the University by: | 12 Noon on Thursday 25 January 2018 |
| Post it to: | Finance Division |
| Name/Job title: | Charlotte Boughton |
| Department/Unit: | Finance Division |
| Address: | PO Box 77, Walton Hall, Milton Keynes |
| Post Code: | MK7 6BT |
| Or e-mail your application to: | Finance-Recruitment@open.ac.uk |

8. Selection process and date of interview

| The interview panel will be chaired by: | Stephen Hanlon, Procurement Manager |
| The other members of the interview panel will be: | Other panel members to be confirmed |
| The interviews will take place on: | To be advised |
| The selection process for this post will include | To be advised |
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.