

Senior Buyer

Basic information

Band: D

Job family: Finance

Terms: Fixed term contract until 31 July 2018

Location: Cheltenham

Reports to: Head of Procurement

Team: Procurement

Business unit: Finance & Corporate Services



Role purpose:

The Senior Buyer will report in to the Head of Procurement, and support the purchasing team to achieve set targets. The role will have a clear focus, supporting the procurement function to help achieve objectives required to aid delivery of a value for money supply base for the organisation.

The Senior Buyer will support the development of sourcing and category plans to support the business, and deliver best in class procurement across the business as required, with a focus on providing procurement delivery for Technology Infrastructure and Facilities Management.

Key duties and responsibilities:

- Work with Head of Procurement and business leads, to ensure the successful delivery of contracted activities, identifying continuous improvement opportunities through engagement with suppliers and stakeholders, and maximising value for money from contracts awarded.
- Support the overall development and delivery of assigned categories (as appropriate) to profile category characteristics, and research supply markets, suppliers, and assess trends, opportunities, and risks feeding insights (as appropriate).
- Deliver value, by effectively managing tender events for key products required by the business.
- Actively contribute to in-depth spend analysis and market analysis on targeted areas of spend, and across categories.

- Support the Head of Procurement in the development and execution of annual saving plans, and develop and lead negotiations for agreed spend areas to achieve short-term and long-term savings targets.
- Apply appropriate competitive cost and process benchmarks, financial analysis and risk management techniques, to solve complex issues.
- Manage all phases of strategic sourcing projects as required: data gathering, stakeholder engagement, RFP process, negotiations, contract implementation, and contract management.
- Support the management of the P2P system and procurement card.
- Manage the travel category.
- Report to the Head of Procurement on a weekly basis, providing updates on all projects.
- Maintain and keep updated procurement records, including the contract's register.
- Carry out contract renewals and tender exercises, including utilising public sector frameworks when appropriate.
- Foster close working relationships with stakeholders.
- Knowledgeable of procurement best practice, aligned to deliver against the procurement policy.
- Approve and manage the NetSuite procurement system, as and when required.
- Identify new suppliers, tender, agree terms, and negotiate supply agreements where appropriate, including discount structures, and volume rebates.
- Support and deliver procurement objectives, and proactively support the development of the procurement function.

Financial authorities

- Procurement lead for allocated third party expenditure.

Non-financial authorities

- Strive to increase efficiency and procurement excellence within the unit.
- Authority to represent UCAS with all external suppliers, within allocated responsibilities.

Primary customers/stakeholders:

- Procurement Team
- Finance Team
- NetSuite users
- Suppliers
- UCAS business units

Person specification:

- Degree qualified or equivalent in a business-related subject, and CIPS qualified.
- Solid experience of working in a procurement management team.
- Conversant with tendering requirements, from conception through to contract delivery and award, through to effective relationship management.
- Capability to research markets, to understand the internal and external influences to guide best practice procurements.
- Capability and proven delivery of sourcing, category, and tendering exercises, as well tender evaluation, contract management, and award, as well as dispute management.

Skills:

- Appreciation of commercial contract management, with the ability to identify risks to the Legal Team.
- A robust understanding of data analysis, project management, and specification development.
- Desirable to have an understanding of public sector frameworks.
- Desirable to have experience, or an excellent understanding of, how to lead tender exercises with project teams.
- Excellent understanding of managing and supporting request to pay systems within the respective areas.
- Excellent IT skills, including Microsoft Office, and procurement ordering systems.
- Experience of dealing with executive directors and senior managers.
- Strong interpersonal, communication, and organisational skills.
- Comfortable working under pressure, within strict deadlines.

This role profile sets out the scope and main duties of the post at the date when it was drawn up. Such details may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the level of the post. All UCAS employees are expected to be flexible in undertaking the duties and responsibilities attached to their role and may be asked to perform other duties, which reasonably correspond to the general character of their role and their level of responsibility.

Our values in action

Customer – We always look through the customer lens. The logic of the customer is the logic of UCAS.

Commitment – When we commit, we deliver on time, quality, and budget, or we negotiate changed commitments for good reason. We never leave commitments uncovered.

Team – We work collaboratively. When we commit, we commit as an individual and as a team. We strive for and support team success as well as individual success.

Outcomes – We plan and do things to achieve outcomes. We define them, aspire to them, and deliver them.

Agility – We know we need to be agile when we look through the customer lens, when we make commitments, when we work in teams, and strive for the right outcomes.

Extraordinary – We are ambitious for our customers, for UCAS, and for our teams. We want more than ordinary outcomes – we strive to achieve extraordinary outcomes, extraordinary customer focus, and an extraordinary culture of high performance and quality of focus.