

JOB DESCRIPTION

Job Title: IT Procurement Officer

Grade: J

Responsible to: Head of Procurement

Job Purpose:

The post holder will be responsible for ensuring that all of the University's IT acquisitions achieve best value and are procured using the most compliant and effective methodology. The post holder will manage external supplier accounts and will fully liaise with academic and professional staff to ensure the best outcome for each procurement exercise. The post holder be expected to release savings as part of the Procurement team's annual target and contribute to providing improvements and efficiencies to the organisations.

Main Duties and Responsibilities

To manage all of the IT /Telecommunications procurement order requisitions throughout both organisations with approximate annual spend of £2m.

To act as the first point of contact for the category of IT purchases and work alongside the Head of Procurement in ensuring effective supply chain management.

Contribute to the annual procurement savings and KPI targets (3.5% savings of the annual impact able supplier spend)

Manage and perform in-house training sessions in relation to the IT Procurement process.

Attend external supplier conferences and represent the organisations.

To maintain a first class level of customer service ensuring that all customers are treated efficiently and in an appropriate manner.

To participate in the Annual Performance Development Review Process.

To actively support equality and diversity policies of Falmouth Exeter Plus.

To attend training courses as identified and agreed for appropriate development.

Working within the Health and Safety at Work Act, the post holder has a legal duty to take reasonable care for Health and Safety both for themselves and others who may be affected by their actions. They are also required to undertake Health and Safety training commensurate with the level required by the post and to take part in risk assessment procedures and the implementation of agreed recommended work practices within the area.

Undertaking other duties not specifically stated which from time to time
Are necessary without altering the nature or level of responsibility.

PERSON SPECIFICATION
Post Title: IT Procurement Officer

Attributes	Essential Requirements	Desirable Requirements
Education / Qualifications	Educated to degree level / A-level standard.	CIPS qualification (or working towards a CIPS qualification)
Experience / Knowledge	<p>Experience of IT and telecommunication procurement methods.</p> <p>Experience in collaborative procurement methods and use of consortium frameworks</p> <p>Experience in external supplier account management.</p> <p>Experience in Public Procurement (preferably within the HE sector).</p> <p>Experience in collaborative procurement methods and use of consortium frameworks.</p> <p>Established record in identifying and delivering significant contribution to savings and reducing process costs within the procurement cycle.</p>	<p>Understanding of Public Sector procurement procedures including EU Regulations .</p> <p>Understanding of the Higher Education or clinical environment.</p>
Skills / Personal Requirements	<p>Ability to raise and expedite high volume of orders.</p> <p>Good knowledge of software / hardware applications / computer supplies and Information systems.</p> <p>Ability to react and make decisions independently.</p> <p>Good level of accuracy and attention to detail.</p> <p>Clear and effective communication (oral and written)</p>	Experience of Agresso system.

	<p>Demonstrably a high level of numeracy and analytical skill.</p> <p>Excellent level of PC skills including Word, Excel, and ERP procurement systems.</p> <p>Supportive, collaborative team member.</p> <p>Professional credibility, highly developed interpersonal and communication skills with the ability to work positively and collaboratively with a range of colleagues from diverse backgrounds .</p> <p>Be able to demonstrate the intellectual capacity to initiate discussions negotiate and find solutions to problems.</p>	
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