

JOB DESCRIPTION

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| POST TITLE | : | Procurement Officer |
| SALARY | : | Up to £46,964 |
| RESPONSIBLE TO | : | Head of Finance |
| CLOSING DATE | : | 4.30pm, Friday 5 June 2026 |
| INTERVIEW DATE | : | Monday 15 June 2026 |

Main Purpose of the Post

To provide a high quality procurement service for all departments across the College. To negotiate with suppliers of goods and services to obtain best value. To operate as a member of the Finance team and contribute to the provisions of a high quality support service.

Responsibilities

- 1 Liaise with College staff to determine their goods and service needs.
- 2 Proactively source goods and services to ensure value for money and timely delivery.
- 3 Develop and Maintain the College's contract register.
- 4 Ensure purchasing regulations are upheld across the College and ensure the Colleges compliance with statutory regulations.
- 5 Build strong working relationships with College suppliers to deliver best value and develop good relationships for the wider College activity.
- 6 Monitor delivery times to ensure goods and services are received on time, and proactively work with suppliers to meet the required timescales.
- 7 Ensure the Goods Receiving system is updated promptly and to train others in its use.
- 8 To lead the tender process for the procurement of good and services.
- 9 To help develop and support the continuous improvement of procurement processes to deliver efficiency and best value for the College.
- 10 To support the continuous improvement of the College's supply chain in relation to quality, sustainability, ethical practices, and local economy.
- 11 Operation of all the above in line with College Financial Regulations.
- 12 To contribute to the College Finance team as a whole including the distribution of petty cash, maintaining Wisepay payment system and responding to queries as they arise.



- 13 To work with purchasing consortia and keep up to date with developments within the Education Sector.
- 14 Contribute and operate to the College and Finance Departments Customer Services and Quality Standards.
- 15 To assure full compliance with key policies, notably Single Equality, Health and Safety and Safeguarding.
- 16 To undertake invigilation duties from time to time.
- 17 To carry out such other duties as the Principal may reasonably require.

HOURS:

Your hours of work will be those required to meet the needs of the College, but will not be less than 37 per week. A flexible approach to the working hours is required, in line with the needs of the College, including travel within and outside the local area.



PERSON SPECIFICATION

POST: Procurement Officer

DIVISION: Finance

| <u>QUALIFICATIONS</u> | | Essential (E)/ Desirable (D) | To be identified by: |
|------------------------------|--|---|---------------------------------|
| 1 | Good general education (including GCSE Maths A*-C) | E | Application form |
| 2 | CIPS Level 3 or above | E | Application form |
| <u>KNOWLEDGE</u> | | | |
| 1 | Knowledge of purchasing a variety of goods and services | E | Application form/ Interview |
| 2 | Ability to work on own initiative and as part of a team | E | Application form/ Interview |
| 3 | Excellent written and oral communication skills | E | Application form/ Interview |
| 4 | Excellent IT skills | E | Application form/ Interview |
| 5 | Excellent organisation and planning skills | E | Application form/ Interview |
| 6 | Awareness of Safeguarding Legislation | D | Interview |
| 7 | Ability to interpret financial data | D | Application form/ Interview |
| <u>EXPERIENCE</u> | | | |
| 1 | Experience of working within Education | D | Application form |
| 2 | Experience of purchasing goods and services for a large organisation | E | Application form |
| 3 | Experience of working with the Procurement Act 2023 | E | Application |



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| 4 | Experience of maintaining a contracts register | E | form/Interview Application form/ Interview |
| 5 | Experience of a good receipting system | E | Application form/ Interview |
| 6 | Experience of applying financial procedures | E | Application form/ Interview |
| 7 | Experience of working to set deadlines | E | Application form/ Interview |
| 8 | Experience of using electronic tendering and purchasing frameworks | E | Application form/ Interview |

PERSONAL

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|---|---|---|--------------------------------|
| 1 | Commitment to the delivery of excellent support to our students | E | Interview |
| 2 | Proactive can do attitude | E | Interview |
| 3 | Excellent communication skills | E | Application form/ Interview |
| 4 | Good team working skills and commitment to team working | E | Application form/ Interview |
| 5 | A commitment to ongoing professional development | E | Application form/ Interview |
| 6 | Enthusiasm for the role of further education in building and changing lives | E | Application form/ Interview |

STANDARD COLLEGE REQUIREMENTS

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| 1 | Commitment to College's Single Equality and Health & Safety Policies | E | Interview |
| 2 | The College is committed to safeguarding and expects all staff to share that commitment | E | Application form/ Interview/DBS/ References |
| 3 | Regular and Reliable Service (the College does not wish to appoint individuals with a high sickness record where there is no underlying medical reason)* | E | References/ Occupational Health Assessment |





**Note this does not affect any individual's rights under the Equality Act. The College wishes to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled applicants who meet the essential criteria will be guaranteed an interview.*