
LONDON UNIVERSITIES PURCHASING CONSORTIUM

A. Job Title DATA ANALYST

B. Job Summary

You will be responsible for assisting the delivery of the LUPC strategy on the systems in collaboration with the Deputy Director, with the aim of delivering efficiencies and improved ways of working.

To provide the full procurement data gathering, analysis and reporting service to the Consortium. To harvest, code, format and analyse data from across the Consortium, individual Members and the wider HE sector, and provide regular and bespoke information reports as required to colleagues and Members.

You will develop and implement effective methods for analysing and interpreting this data, and reporting tools to effectively disseminate information to Members, suppliers, Consortium staff and other stakeholders in a clear and comprehensive way.

You'll take ownership of analysis projects from initial brief through to evaluation, and have responsibility for improving LUPC's data collection, analysis and reporting techniques to improve our service to Members and other stakeholders.

You will support the wider team in their ad hoc data analysis requirements for Member engagement activities, strategy formulation and tender processes.

C. Job Content

- Develop and manage the process for gathering regular spend data from all of the Consortium's suppliers and produce a quarterly report for Executive Committee on Members' spend through framework agreements against forecast.
- Request and collect spend data from Members and produce spend reports as requested.
- Development and delivery of the annual Member Benefits Report for each Member, based on Member-submitted spend data using a web-based spend analysis tool (currently provided by Coupa).
- Manage data coding, format and delivery of an annual Scope 3 Carbon Emission Report for each Member, using a bespoke tool provided for the sector by the Higher Education Funding Council for England.
- Analyse Member spend using appropriate techniques to benchmark Members against different sector targets (eg - percentage of spend through SMEs, sustainable supply chains, etc).

- Assist LUPC procurement professionals with ad hoc data requirements for procurement projects.
- Preparation of tender process tools (including evaluation and desktop calculators); validating the data, including checking the accuracy of the evaluation results.
- Support the Senior Contract Managers with the regular price change requests from the framework suppliers
- Identify patterns, trends and relationships across data, and use these to help the team develop new collaborative opportunities and influence procurement and tender strategies.
- Support the Consortium's internal auditor in providing assurance to the Director and LUPC Board as to the effectiveness of data management controls.
- Assist Deputy director in developing a Strategy for the systems used at LUPC with an aim of delivering efficiencies and an improved end-user experience.
- Assist delivering the Systems strategy for LUPC collaborating with other consortia and employees of LUPC where necessary.
- Represent LUPC on the UKUPC HE systems collaboration group.
- Represent LUPC in other user systems groups as required, including any for the Contracts database, MI system and the sourcing system.
- Work with LUPC staff who invoice suppliers for marketing premiums to ensure a robust process is in place from receipt of supplier MI to the issuing of supplier invoices.
- Make the best use of opportunities in the systems to benefit different functions at LUPC, such as marketing and the contract managers.
- Deliver systems training for LUPC staff where required, provide training materials, including inductions for new staff.
- Develop training materials to assist members in using Member facing systems.
- Undertake other analysis and reporting exercises as directed by the Director and Deputy Director.

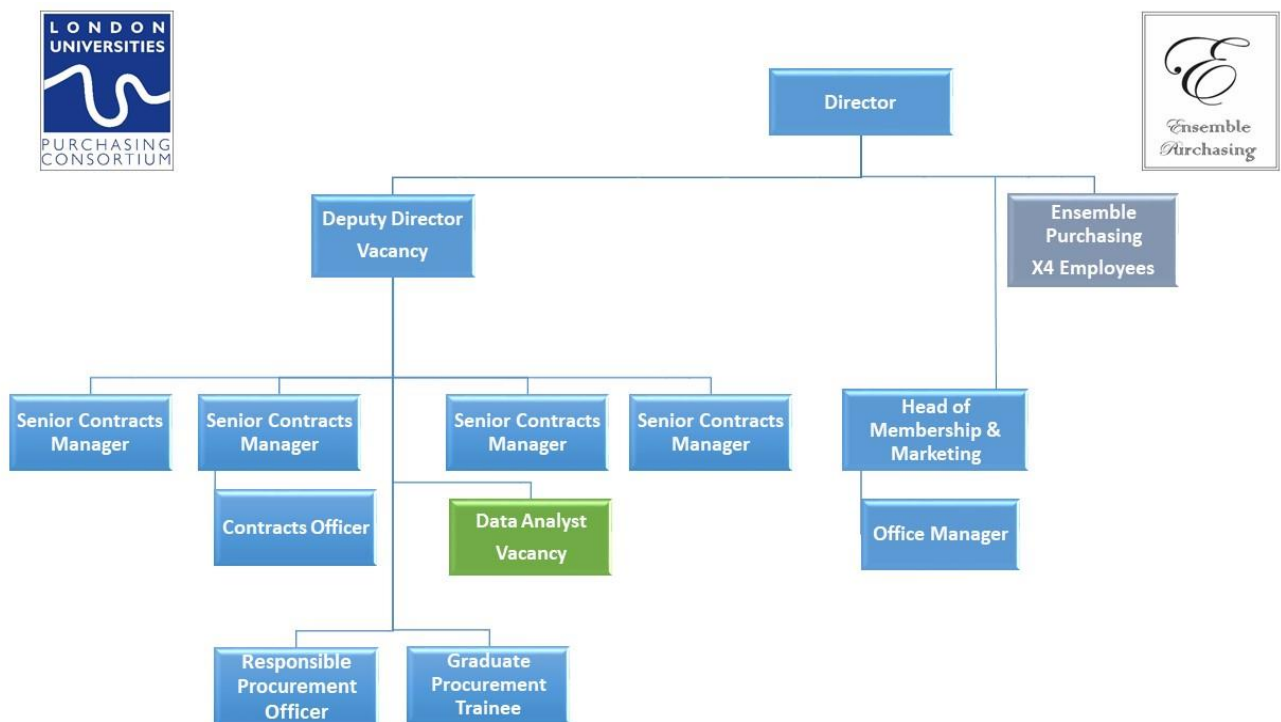
D. Job Requirements

See Appendix: Person Specification

E. Chain of Responsibility

Reports to: Deputy Director

F. Organisational Structure



G. Dimensions

Annual spend by Members through the Consortium's supply agreements is currently c£236m.

Signed:

Don Bowman, Director February 2019

Person Specification

The Person Specification for this role is as set out in the Appendix to these details.

Nature of Appointment

This position is permanent. The post holder will be employed by LUPC Ltd and will be based in central London.

Terms and Conditions

Salary will be determined by the Director on an annual basis and will be **c. £30,000-34 000 on appointment depending on experience**. There are 30 days of annual leave plus 5 - 7 days around the Easter and Christmas breaks. Access is available to the SAUL pension scheme and a season ticket and/or cycle-to-work loan is available on completion of a 3 month probation period. LUPC may be able to offer some flexibility in working hours to the right candidate.

APPENDIX: PERSON SPECIFICATION

Applicants should note that they will need to demonstrate that they possess the qualities set out in the person specification with reference to the specific post. During the appointment process, you should specifically outline how your experience, professional background (including qualifications and/or membership of any relevant professional body) and current knowledge fits the requirements for the post.

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EXPERIENCE	<ul style="list-style-type: none">• At least 1 year of practical experience of implementing data analysis exercises and reporting• Interpreting data, analyzing results	<ul style="list-style-type: none">• Experience of working with and guarding commercially sensitive and/or confidential data• Experience of delivering and sharing training skills with colleagues and Members• Maintaining systems and databases• Experience of data collection from external sources, while improving efficiency and quality	Curriculum Vitae and selection process.

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
QUALIFICATIONS	<ul style="list-style-type: none"> Educated to at least A-level 	<ul style="list-style-type: none"> Educated to degree level 	Curriculum Vitae plus certificate / document checks.
TRAINING		<ul style="list-style-type: none"> Able to demonstrate recent and continuing professional and personal self-development, including analysis and/or project management skills and equal opportunities. 	Curriculum Vitae and selection process.
KNOWLEDGE	<ul style="list-style-type: none"> Demonstrable knowledge of data collection, processing and analysis techniques, monitoring and reporting 	<ul style="list-style-type: none"> Understanding of Higher Education issues/agenda, equality, diversity, socio-economic and environmental sustainability 	Curriculum Vitae and selection process.

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
CIRCUMSTANCES – PERSONAL	<ul style="list-style-type: none"> • Must be legally entitled to work in the UK 		Curriculum Vitae and selection process.
DISPOSITION – ADJUSTMENT / ATTITUDE	<ul style="list-style-type: none"> • An excellent eye for detail and accuracy • A creative problem-solver, able to develop new ways of working • Strong interpersonal skills with people at all levels, and the ability to build relationships across a range of people • Excellent written and verbal communication skills • Self-sufficient and able to organise and prioritise own workload • Ability to work under pressure and manage competing deadlines • Ability to demonstrate sound judgement and commercial awareness and a high degree of personal and professional probity and integrity • Ability to work as part of a small, highly-focused team 		Curriculum Vitae and selection process.

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
PRACTICAL & INTELLECTUAL SKILLS	<ul style="list-style-type: none"> • Excellent knowledge of the following software applications: MS Word; MS Outlook; MS Excel • A persuasive communicator with an ability to present results and explain things clearly and patiently 	<ul style="list-style-type: none"> • Working knowledge of languages such as SQL • Working knowledge of a recognised procurement spend analysis tool (such as Spikes Cavell, Coupa) • Experience in working with databases (e.g. MS Access) 	Curriculum Vitae and selection process.
PHYSICAL / SENSORY	<ul style="list-style-type: none"> • Must be able to perform all duties and tasks with reasonable adjustment, where appropriate 		Discussion at interview.