



PURCHASING
CONSORTIUM

Responsible Procurement Officer

Candidate Information Pack

About LUPC

Founded in 1968, London Universities Purchasing Consortium (LUPC) is a genuine 'shared service': a professional buying organisation owned by its Members, for its Members.

We are a not for profit company limited by guarantee whose 81 full Members comprise principally educational institutions focusing on higher education (HE) but also include further education (FE) and other public sector organisations such as museums and galleries.

The Consortium is responsible for the development and management of EU-compliant supply agreements on behalf of the membership. These agreements can be used by buyers within our membership to purchase a wide variety of commonly bought goods and services – from laboratory gases to library books and legal services – saving them time in their own tendering and, through pooling Members' spending power, generating increasing year-on-year savings. We currently have over 100 agreements in place, and LUPC Members spent £217.5m through our agreements last year, collectively saving them £36m.

LUPC is one of six customer-focused high education consortia in the UK and serves Members largely from within the M25. Funded mainly from membership subscriptions, Members receive a savings return on their investment averaging 120:1, in what are increasingly challenging times for them.

LUPC is governed by a Board and an Executive Committee, both democratically elected by Member institutions. The Board appoints the Director and is responsible for the strategic direction of the Consortium while the Executive Committee is made up of procurement professionals drawn from Member Institutions and decides on the Consortium's operational priorities.

LUPC's draft strategy for 2018-21 aims to support student employability, in line with our higher education members' own priorities. We now are looking to recruit an enthusiastic graduate as a procurement trainee on a one-year Fixed Term Contract to support the LUPC procurement team and wider activities.

We can offer a £25k salary (with CIPS training paid for on top by LUPC), pension, generous 30 days holiday entitlement, plus university closure days and Bank holidays, and small friendly team based in Tottenham Court Road.

Job share may be considered for the right candidates.

This pack includes the job description, person specification and instructions for applying.

**Responsible Procurement Officer (Fixed Term Contract 12 months)
Based in central London, £25k PA**

In these challenging times, universities, colleges and like-minded organisations are looking to buy more goods and services together to maximise value for money and generate year-on-year savings. LUPC tenders and manages a range of agreements for commonly bought goods and services, everything from paper and cleaning supplies, to laboratory equipment, legal services, temp staff, IT and travel. Members are not obligated to use our agreements, but many do as they save time in tendering internally, are EU compliant, offer competitive prices and added value benefits. This frees up time and resources for buyers to focus on purchasing more bespoke and strategically important products and services.

LUPC's membership covers the higher education and further education sectors in London, as well as a diverse range of other national, not-for-profit organisations including museums, galleries, NHS trusts, research bodies, charities and government-related departments.

The Responsible Procurement Officer will be a challenging, but rewarding, role. The ability to communicate clearly in writing will be critical, you will need to be a team player and be comfortable in dealing with numbers. To be successful you will need to combine technical competence with softer influencing and relationship management skills.

The successful candidate will develop and combine their responsible procurement, commercial awareness and technical procurement skills by being involved in a wide range of activities.

The post holder will gain hands on procurement experience working within the consortium's offices in central London working alongside the Senior Contracts Managers, Systems Manager & Data Analyst; and Assistant Directors.

Responsible procurement is a rapidly developing aspect of procurement and this 12-month fixed-term contract aims to develop the successful candidate to a professional responsible procurement competency level, providing the post holder with excellent job prospects.

This is a unique opportunity for those with a genuine interest in developing a career in responsible procurement within the higher education or wider public sector. We are looking for graduate applicants that are willing to learn, work flexibly across teams and activities, and manage their own projects in time.

JOB DESCRIPTION

The Job Description for this role is set out in the Annex A.

JOB SPECIFICATION

Person Specification

The Person Specification for this role is as set out in Annex B.

Nature of Appointment

This position is a Fixed Term Contract for 12 months.

Terms and Conditions

Salary will be determined by the Director on an annual basis and will be £25,000 on appointment. The annual holiday entitlement for full-time employees is 30 days in each complete annual leave year, exclusive of the usual Bank Holidays and university closure days around Easter and Christmas.

Application Process

To apply, applicants should submit their CV (maximum 2 Page A4) and a covering letter (maximum 1 page A4) to Darran Whatley, Senior Contracts Manager at d.whatley@lupc.ac.uk demonstrating how they meet the requirements of the job description, and why they are interested in a career in procurement, no later than 30th November.

Timetable

Closing date for applications **23.59 on Friday 30th November 2018**

Please note LUPC will acknowledge applications but will not notify applicants who have been unsuccessful in reaching the interview stage.

Questions

If you should have a particular question to ask about the post you can email Darran Whatley, Senior Contracts Manager at d.whatley@lupc.ac.uk

JOB TITLE: RESPONSIBLE PROCUREMENT OFFICER

LOCATION: LONDON, W1T

1. Purpose of the job

The Responsible Procurement Officer will undertake specific supervised tasks and work alongside Senior Contracts Managers, the Systems Manager & Data Analyst and Assistant Directors. The purpose of the role is to develop responsible procurement competencies through study and hands on experience, undertaking tasks and projects.

2. Principal Responsibilities

- Continuously develop and gain the necessary skills and experience to manage the responsible procurement aspect of goods or service based specifications for tenders and contracts.
- Work alongside procurement managers assisting in the various responsible procurement aspects in the sourcing process.
- Help and support implementing LUPC responsible procurement policy and strategy, including special projects
- Gain detailed knowledge of chapter 54 transparency in supply chains an understanding of the Modern Slavery Act, and general understanding of others chapters.
- Review and report on supplier’s Modern Slavery Statements against the Modern Slavery Act, chapter 54 Transparency in supply chains.
- Help and support the creation of LUPC’s Annual Modern Slavery Statement
- Help develop and manage responsible procurement risk assessment process.
- Help develop and support LUPC due diligence strategy which will include LUPC commissioned social audits, supply chain mapping, attending and contributing to public sector working groups on responsible procurement.
- Establish good working relationships with Members and professionals working in Member institutions in support of the principal aim of the Consortium – to help Members obtain maximum benefit from responsible procurement.
- Compilation of reports, and statistical returns and deliver management and research information accurately and on time.
- Understand the nature of different types of customer, external and internal, and to take steps to manage relationships optimally, understanding when to seek guidance as appropriate.
- Undertake the content gathering, writing and delivery of category-specific responsible procurement mailings, and support procurement events administration and operations.

ANNEX B: 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, including qualifications and how your current knowledge fits the requirements for the post.

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EXPERIENCE		<ul style="list-style-type: none"> • Experience of working in an office environment. • Managing customer relationships. • Work experience (voluntary or Paid) 	Curriculum Vitae and selection process.

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
QUALIFICATIONS	<ul style="list-style-type: none"> • Educated to degree level 		Curriculum Vitae plus certificate / document checks.
KNOWLEDGE & SKILLS	<ul style="list-style-type: none"> • Knowledge of the following software applications: MS Office; Word, Excel, Powerpoint 		Curriculum Vitae and selection process.

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<p>DISPOSITION – ADJUSTMENT / ATTITUDE</p>	<ul style="list-style-type: none"> • Ability to deal with people and excellent communication skills. • Ability to demonstrate sound judgement and a high degree of personal and professional probity and integrity. • Capacity to work under pressure, meet deadlines, prioritise and manage own workload, satisfy objectives and organisational priorities. • Ability to work as part of a small, highly-focused team. • Positive attitude and willingness to learn quickly • Reliable, trustworthy and professional in approach 		<p>Curriculum Vitae and selection process.</p>

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
PRACTICAL & INTELLECTUAL SKILLS	<ul style="list-style-type: none"> • Ability to see projects through all stages, from concept to final product. • Good communicator with an ability to present ideas on a range of issues and excellent in both written and oral forms of communication. 		Curriculum Vitae.
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.