



APUC

Advanced Procurement
for Universities & Colleges

Procurement Project Manager (Advanced) North East Scotland

Hybrid working (Based in
Dundee/Aberdeen)

Candidate Information Pack



Visit Our Website

apuc-scot.ac.uk



Key Role Information



Salary

Starting salary circa
£45K-£50K per annum



Location

North East of Scotland
Based in Dundee/Aberdeen area
Hybrid working arrangements



Employment & Hours

Permanent, Full Time
9 day fortnight or 4.5 day week
Although other working patterns and
hours will be considered



How to Apply

Send your CV and cover letter to
careers@apuc-scot.ac.uk

The Role

The Procurement Project Manager will play a key role in establishing, coordinating and delivering effective procurement activity on behalf of institutions across the North East of Scotland. The role will primarily support APUC's client institutions within the region, providing strategic and operational procurement expertise to help organisations achieve value for money, ensure compliance and deliver successful procurement outcomes. The successful candidate will have experience working within a procurement role with a degree of autonomy, together with practical tendering experience and a sound understanding of Scottish and EU public procurement regulations.

A Procurement Project Manager contributes directly to the success of client institutions by leading and supporting procurement projects that align with their strategic objectives. The post holder will typically be deployed to client institutions on a medium to long-term basis. Of particular importance are excellent stakeholder management, organisational and communication skills. Candidates should be comfortable working with a wide range of stakeholders, managing competing priorities and delivering successful outcomes in complex environments.

In return, you will gain exposure to the diverse categories across the sector or perhaps be aligned to a highly specialist research project – all whilst being a part of a 90+ team of friendly procurement professionals who meet throughout the year for networking and professional development activities. If you like the idea of working on mission-driven projects with a target date, are willing to build your capacity for delivering continuous improvements based on knowledge of different institutions and projects (over time) all whilst being an ambassador for APUC.

Responsibilities

- Manage senior and operational stakeholder and key supplier relationships;
- Manage routine higher value tendering and implementation of collaborative agreements in the institution;
- Manage the procurement of institution wide specific goods/services/works requirements;
- Develop and facilitate the procurement processes based on the “Procurement Journey” and provide operational guidance for / to those involved in lower value procurement below formal tender levels;
- Increase the Procurement Capability of the Institution;
- Assist in implementing the Scottish Government Sustainable Procurement Action Plan and move the institution to raising its attainment level versus the Flexible Framework;
- Assist in the delivery of institutional focussed procurement awareness training;
- Mentor / support / manage less senior procurement staff;
- Provide the key link from the institution to the APUC collaborative procurement team;
- Represent the institution on the various forums and contribute to sector wide joint initiatives in relation to procurement;
- Assist in undertaking statutory UK procurement reporting for the institution and routine procurement reporting from data for the relevant academic year; and,
- Implement the requirements of Procurement Legislation.

Person Specification

Knowledge and Skills

- Be of high intellectual calibre, with the highest ethical standards;
- Membership of the Chartered Institute of Purchasing and Supply or working towards this (preferred);
- Be a professional, credible manager with excellent general management skills and have the essential competencies of clarity of purpose, self-confidence, integrity with strong influencing ability;
- Have expert knowledge of EU & Equality purchasing legislation as it relates to the HE/FE sector;
- Demonstrate sound commercial acumen; and,
- Skilled in contract drafting and negotiation.

Experience

- Have proven project management skills and of meeting demanding targets and deadlines on a day-to-day basis;
- Have extensive procurement experience including the management of end-to-end tender processes, contract negotiation and contract management;
- Experience in production and manipulation of procurement related data and production of management reports;
- Experience of reporting / analytical reporting; and,
- Advanced spreadsheet skills and the ability to use financial models to present efficiency performance.

Contracts and Relationships

- The post holder must build strong working relationships with all stakeholders and develop the reputation of APUC as a source of expert guidance and support both to institutional customers and suppliers; and,
- Must be able to influence, negotiate and achieve consensus with clients, colleagues and contractors.
- They must maintain a positive, supportive, can-do attitude at all times and be a role model for less senior staff.

About APUC

Advanced Procurement for Universities and Colleges (APUC) is the Centre of Procurement Expertise for, and owned jointly by, all of Scotland's Universities and Colleges. With collaboration, responsibility, and integrity at the heart of what we do, we're all about helping our member institutions achieve their objectives, whether you are putting together Framework Agreements, reducing the sector's carbon emissions or working directly in one of our client institutions.

Joining APUC means joining a community of peers, and getting the chance to get together often and having network opportunities throughout the year. Peer support and collaboration is integral to who we are at APUC.

We currently employ around 90 people, most of whom are based within Colleges and Universities but with some based in our regional offices in Stirling (HQ), Glasgow and Edinburgh.