

Role Profile

Job title	Project Buyer £29,176 - £40,000
Reports to	Head of Operational Procurement

Role Overview

The Project Buyer delivers third-party spend needs for complex, multifaceted projects across the University. They work closely with the University Strategic Projects Office, delivering key facets of the project to pre-determined milestones and budgets. This includes understanding niche requirements, guiding on supplier choice, and offering bespoke services in tendering, contracting or dispensation from competition, prioritising value-for-money and mitigating risk. At any one time, they handle a portfolio of projects across all institutions, managing competing priorities.

Role purpose

The Project Buyer is responsible for working with the University's Strategic Projects Office to deliver third-party spend needs for major projects – particularly capital works – of strategic importance across the institution, ranging in value from several thousands to several millions of pounds. Liaising between a diverse set of stakeholders, they work with a view to meeting niche requirements whilst ensuring value-for-money, compliance and mitigating risk to the University. They aim to identify and understand the needs of the project, offer advice on suppliers, act as key point of expertise during the tender or dispensation-from-competition process, and see purchases through to completion. This includes drafting bespoke contract clauses in addition to standard contract templates and liaising with suppliers and internal customers to agree contract terms, working with Legal Services in particularly complex negotiations.

The Project Buyer manages relationships with internal and third-party customers, and with external suppliers, employing excellent coordination skills to ensure a smooth purchasing process for all stakeholders across all aspects of each project.

Staff management responsibility

			Required
Supervisory - Allocate tasks, check the quality/ quantity of the work and provide informal feedback on the standard of the work. Introduce team members to new processes and procedures.			<input type="checkbox"/>
<i>How many people does the role supervise?</i>	Staff	Contractors	Others
Line management – Undertake formal staff review and development processes, manage staff welfare issues, identify training and development needs of an individual or team, undertake formal performance management for individuals as required.			<input type="checkbox"/>
<i>How many people does the role manage?</i>			Staff

Resources managed

Managing purchasing projects worth multiple millions of pounds per year.

Main duties and responsibilities

1	Work with the Strategic Projects Office and key internal customers, providing procurement services for a diverse portfolio of projects - particularly major capital works - of strategic importance for the University. Manage the competing priorities of multiple simultaneous projects, developing an in-depth understanding of project goals and key milestones. Maintain excellent relationships with project leads and proactively identify, influence and constructively challenge their associated procurement requirements.
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2	Prepare and lead complex supplier negotiations, facilitating conclusions and ensuring all decisions are well-documented and communicated.
3	Coordinate and action often high-value/high-risk tendering processes and act as a key point of expertise for internal customers and suppliers. Communicate regulations and legislation to non-procurement specialists in a simple and concise manner to ensure compliance with Financial Regulations around competition in all tendering activities. Prepare and agree tender documentation, including appropriate contractual precedents and evaluation models which enable best-value proposals to be identified.
4	Manage contractual risk by confirming, clarifying and structuring the results of negotiations; drafting bespoke clauses within current contract templates, managing the resolution of any complex points of law with Legal Services; liaising with suppliers in amending and agreeing contracts. Maintain a database of contracts for your particular projects. Monitor market prices against contractual agreements to ensure ongoing value for money.
5	Manage relationships with key suppliers. Coordinate the supplier base, undertaking due diligence on new and existing suppliers and liaising with internal customers on supplier performance. Gather market intelligence in relevant areas to ensure market innovation is being leveraged.

Working Conditions

This role will be office-based for 3-4 days per week with the need to travel to similar sites and suppliers as required. Normal health and safety requirements will be followed.

Physical Requirements

Requires normal physical effort associated with an office environment (or equivalent)

Sensory Requirements

Uses normal office equipment and/ or standard tools

This role profile outlines the duties required at the current time to indicate the level of responsibility. It is not intended to be a comprehensive or exhaustive list and may be varied by University management to include other reasonable requests which are up to the same skill level, and of the same type, already undertaken and which do not change the general character of the job or the overall level of responsibility.

The University expects that you will:

- Treat all members of the University community (including all staff, partners, students and visitors) with respect, courtesy and consideration at all times.
- Behave professionally to, and expect professional behaviour from others in the University community (including all staff, partners, students and visitors).
- Take care of their own health and safety, not compromise the health and safety of others, and comply with University and departmental safety requirements.

Person Specification

Key Skills and Experience		
Criteria	Description	Essential or Desirable
Experience	Experience in a complex procurement environment	E
	Experience of public and private sector procurement	E
	Experience of building strong relationships internally with customers and externally with suppliers to enable the delivery of objectives.	E
	Experience of letting / tendering one-off high value agreements (>£100k) and frameworks with suppliers to generate savings and efficiencies.	D
Skills	The ability to initiate, plan, coordinate, execute and close down a project to meet the objectives and timescales.	E
	The ability to manage the implementation of contracts across all involved.	E
	Understanding of UK Public Contracts Regulations 2015	D
Qualifications	Bachelor's degree (or equivalent) in a relevant subject	E
	CIPS level 4+ with Ethics module	D
	Chartered MCIPS with Ethics module	D
Additional requirements		