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**Job Description**

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| **Job title:** | **IT Procurement Assistant** |
| **Department/School:** | **Digital, Data & Technology Department (DDaT)** |
| **Responsible to:** | **IT Procurement Officer** |
| **Grade:** | **G4** |
| **Location:** | **University of Bath Sites & Hybrid** |

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| **Background Information** |
| The University of Bath (UoB) is embarking on the next stage of its digital transformation journey. A key part of this is to transform the delivery of technology services. This work includes routine operations within DDaT, the Data Project, Digital Transformation Programme (DTP) and DDaT project portfolio. These changes do not impact on the work of this position. |

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| **Job purpose** |
| The Procurement Assistant will provide support to the IT Procurement team in the provision of a professional, effective and knowledgeable service for the procurement and supply of IT hardware and software for the University’s staff and students.  The role holder will provide accurate, timely and auditable assistance in the administration of the hardware and software procurement processes compliant with University Financial Regulations. |

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| **Source and nature of management provided** |
| IT Procurement Officer |
| **Staff management responsibility** |
| No direct line management responsibility |

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| **Special conditions** |
| You will from time to time be required to undertake other duties of a similar nature as reasonably required by your line manager. This will form part of your substantive role and you will not receive additional payment for these activities.  The post-holder should routinely be on campus.    Annual leave may be restricted during peak workload periods. |

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| **Main duties and responsibilities** | |
| **1** | **Procurement Support:**   * Raise requisitions and purchase orders ensuring purchasing is carried out in accordance with the University’s purchasing policy and guidelines and UK legislation. * Check validity of requests to purchase. * Resolve or refer non-compliant requests as appropriate. * Investigate queries and discrepancies with requisitions, receipts, orders and invoices escalating as required. * Check that deliveries are complete, record Goods Received and process returns to vendors. * Ensure that all orders are charged back at correct values and quantities, making required amendments. * Use the University’s Purchase to Pay system. * Use the Departmental purchasing card and ensure accurate records are kept of expenditure. |
| **2** | **Software Licensing Support:**   * Issue and track software licences against purchases ensuring that accurate records are kept. * Maintain a comprehensive record of the University’s software licence contracts. * Maintain software licensing documentation including licence contracts. * Monitor software purchased by departments. * Communicate software information to the University community. |
| **3** | **General ITP Administration support:**   * Deal with telephone enquiries and take messages as required. * Receive and distribute post and couriered deliveries. * Provide leave cover to Switchboard as required. * Receive goods through the University finance system and pass on invoices to the Payments Office. * Assist in liaising with suppliers to research, source and procure goods and services. * Ensure purchasing is conducted in accordance with the University’s purchasing policy and guidelines. * Assist the Central Office Finance team with DDDaT’s financial processes including:   + Raise requisitions for internal and external goods and services through Agresso.   + Enter travel and general expense claims, processing the receipts. |
| **4** | **Relationships:**   * Be a trusted advisor and advocate between IT and key University stakeholders. * Support and maintain the interface between DDaT and UoB departments. * Build strong relationships with colleagues across DDaT. |
| **5** | **General:**   * Undertake any other activities assigned from time to time by the University. * Occasional travel may be required, for example to user groups or conferences. * The post holder is required to always follow University policies and procedures and take account of UoB guidance. |
| **Commitment to the University’s Effective Behaviours Framework**  As a holder of the Association of University Administrators Mark of Excellence Award, the University has identified a set of effective behaviours which we value and have found to be consistent with high performance across the organisation. Professional Services staff are expected to exhibit these behaviours with a commitment to on-going personal development in these areas. Further details are outlined in the person specification. | | |

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**Person Specification**

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| **Criteria: Qualifications and Training** | **Essential** | **Desirable** |
| GCSE English & Maths (or equivalent) | X |  |
| Recognised procurement qualification |  | X |

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| **Criteria: Knowledge and Experience** | **Essential** | **Desirable** |
| Well-rounded knowledge of IT ‘Office 365’ products particularly Word, Excel, Outlook | X |  |
| Experience of working in a busy office setting |  | X |
| Experience of working in a procurement or finance team |  | X |
| Experience of undertaking procurement exercises or tenders for goods and services |  | X |
| Broad understanding of computer hardware and software |  | X |
| Knowledge of IT Service Management |  | X |
| Financial knowledge (handling of orders, invoices etc.) |  | X |

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| **Criteria: Skills and Aptitudes** | **Essential** | **Desirable** |
| Good organisational skills | X |  |
| Strong numeracy skills | X |  |
| Able to deal with confidential and sensitive information with tact and discretion | X |  |
| Strong customer care skills | X |  |
| Work effectively both independently and within a team | X |  |
| Able to manage tight deadlines and competing workloads, seeking prioritisation when appropriate | X |  |

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| **Effective Behaviours Framework**  The University has identified a set of effective behaviours which we value and have found to be consistent with high performance across the organisation. They do not examine technical competence, rather they identify the behaviour patterns that are valued due to them being consistent with high performance across the organisation. Part of the selection process for this post will be to assess whether candidates have demonstrably exhibited these behaviours previously. |
| **Managing self and personal skills:**   * Willing and able to assess and apply own skills, abilities, and experience. * Being aware of own behaviour and how it impacts on others. |
| **Delivering excellent service:**   * Providing the best quality service to all students and staff and to external customers e.g., clients, suppliers. * Building genuine and open long-term relationships in order to drive up service standards. |
| **Finding innovative solutions:**   * Taking a holistic view and working enthusiastically and with creativity to analyse problems and develop innovative and workable solutions. * Identifying opportunities for innovation. |
| **Embracing change:**   * Adjusting to unfamiliar situations, demands and changing roles. * Seeing change as an opportunity and being receptive to new ideas. |
| **Using resources:**   * Making effective use of available resources including people, information, networks, and budgets. * Being aware of the financial and commercial aspects of the University. |
| **Engaging with the big picture:**   * Seeing the work that you do in the context of the bigger picture e.g., in the context of what the University/other departments are striving to achieve and taking a long-term view. * Communicating vision clearly and enthusiastically to inspire and motivate others. |
| **Developing self and others:**   * Showing commitment to own development and supporting and encouraging others to develop their knowledge, skills, and behaviours to enable them to reach their full potential for the wider benefit of the University. |
| **Working with people:**   * Working co-operatively with others in order to achieve objectives. * Demonstrating a commitment to diversity and applying a wider range of interpersonal skills. |
| **Achieving results:**   * Planning and organising workloads to ensure that deadlines are met within resource constraints. * Consistently meeting objectives and success criteria. |