



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Deputy Director of Procurement, Procurement Service



Salary: Grade 9 (£50,132 – £58,089 p.a.)

Reference: CSPUR1032

We will consider flexible working arrangements

Deputy Director of Procurement Procurement, Professional Services

Are you a dynamic procurement professional with a broad background in both strategic and operational purchasing with excellent influencing and negotiating skills? Can you demonstrate experience of leading complex procurement projects working alongside senior stakeholders and managing systems implementation and change programmes? Do you have a pragmatic and flexible approach?

The University's Purchasing service is a fully centralised department with 50 staff delivering both operational and strategic purchasing accounting for an annual non-pay spend of approximately £300m and some 100,000 individual purchasing transactions. The procurement service supports all activities of the organisation including academic and non-academic, e.g. research, teaching, facilities, IT and professional services.

You will support the Director of Procurement in the management of the procurement function, shaping and supporting the development and implementation of procurement across the University, making a significant contribution to University strategy and policy in relation to financial sustainability and value for money.

With experience of operating within a senior purchasing role, you will have a proven track record of successful achievement in procurement and contracting, in particular in relation to high level, complex negotiations and in implementing procurement strategies in support of strategic objectives.

The ability to develop and maintain effective professional working relationships and build trust and credibility with senior University staff is key, as well as an ability to effectively engage and empathise with the academic environment and to establish sector leading effective professional practice. With experience of managing staff, strong leadership, interpersonal and team working skills and an ability to demonstrate political awareness, you will lead the changes required to streamline procurement processes, ensuring that the benefits of change are realised with minimal adverse impact.



What does the role entail?

As a Deputy Director of Procurement, your main duties will include:

- Shaping and supporting the development and implementation of procurement across the institution, providing expert advice, influencing, developing and supporting delivery to make a significant contribution to the University's strategic agenda in relation to financial sustainability with particular emphasis on achieving value for money;
- Working with senior management and key stakeholders to ensure procurement standards are upheld and maintained across the institute, setting standards for how purchasing is conducted to effectively support the university values and purchasing ethics;
- Engagement with senior managers to ensure purchasing strategies that support high value complex procurement projects are well founded and that projects are delivered to programme, achieve value for money, manage risk in compliance with University procedures and legislative requirements;
- Ensuring engagement with academic environment to establish effective professional practice for procurement across the institution;
- Leading on large scale change within the service (e.g. streamline procurement processes) ensuring that the benefits of change are successfully implemented across the University;
- Leading on the delivery of operational purchasing, category plans and strategic procurement objects;
- Providing leadership and direction for members of the Procurement team, motivating and developing the team to perform at the highest standard;
- Deputising for the Director of Procurement in the overall management of the procurement function within the University.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.



What will you bring to the role?

As a Deputy Director of Procurement, you will have:

- Professional purchasing qualification (qualified member of the Chartered Institute of Purchasing and Supply) or substantially qualified through experience;
- Extensive experience of leadership and management in a Procurement and contracting environment, with the expertise and knowledge of implementing strategic development and set high standards of performance;
- The ability to deliver strategic and operational objectives through effective management of business processes, projects and implementing change;
- Experience of financial/management information systems implementation and reporting using a complex ERP system;
- Ability to analyse and convey complex financial concepts, use good judgement, develop creative practical solutions to complex problems;
- Effective people management skills with the confidence and ability to lead, motivate and develop a team, supporting engagement, innovation and continuous improvement;
- Highly effective interpersonal skills, political awareness, diplomacy and negotiating skills, and develop successful collaborative partnerships with key stakeholders to shape and influence differing interests;
- High level of proficiency in the use of MS Office.

You may also have:

- A working knowledge of the Public Contract Regulations 2015.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

Contact information

To explore the post further or for any queries you may have, please contact:



Tim Brannon, Director of Procurement

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Email: T.P.Brannon@adm.leeds.ac.uk

Additional information

Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975

This post requires a basic criminal record check from the Disclosure and Barring Service (DBS), and any equivalent overseas authorities where relevant. The successful candidate will be required to give consent for the University to check their criminal record status. All applicants are required to make a self-declaration where applicable.

Any offer of appointment will be subject to the University being satisfied with the outcome of these checks and in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

