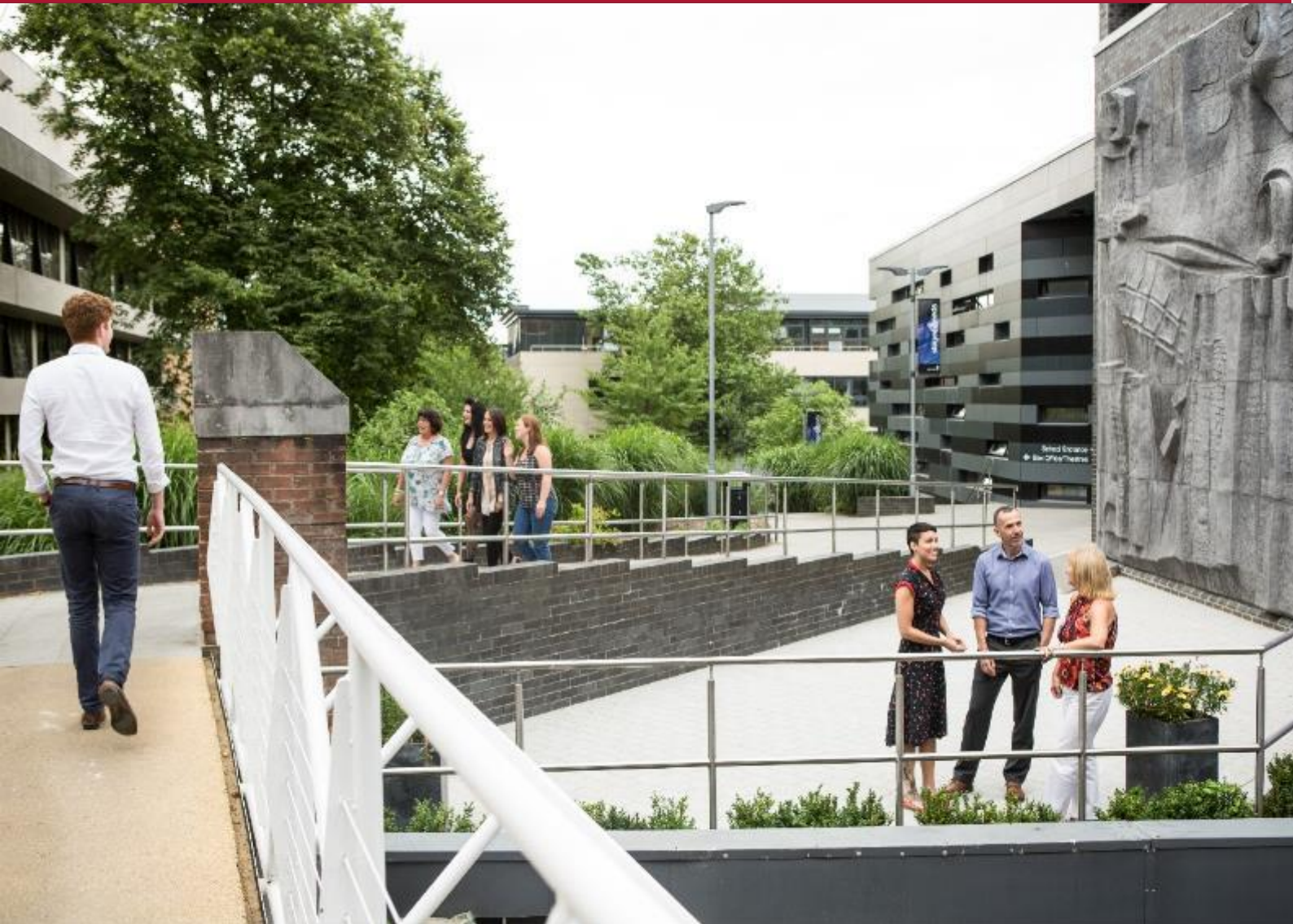




**UNIVERSITY OF LEEDS**

## **CANDIDATE BRIEF**

**Purchase to Pay Delivery Officer, Purchasing**



**Salary: Grade 7 (£33,797 – £40,332 p.a.)**

**Reference: CSPUR1035**

**Fixed-term to 31 December 2021**

**We will consider flexible working arrangements**

## **Purchase to Pay Delivery Officer Purchasing**

**Are you an experienced in supporting change initiatives? Do you want to play a substantial role in enhancing our Purchase to Pay (P2P) systems and associated business processes? Are you skilled at engagement diverse groups of internal stakeholders and key suppliers?**

This is an exciting opportunity to make a real difference to the P2P processes in a world-class organisation, where you will be part of a small team responsible for the development and delivery of a new SAP P2P solution.

The Purchase to Pay (P2P) project is part of a multi-million pound Corporate Processes and Systems Programme. The project will deliver efficient and effective purchasing processes, delivering a modern, efficient and user-friendly single system solution across the University's P2P cycle.

Working closely with colleagues within the Purchasing, Finance and professional leaders you will directly support the delegated business sponsor in the day-to-day oversight and management of this initiative.

You will be experienced in supporting and/or leading P2P implementation projects (preferably utilising SAP). You will have expertise in P2P best practice business processes and systems and have the ability to balance priorities and deal with complex purchasing and financial information. You will also possess excellent change management and influencing skills developed across wide and diverse stakeholder groups.

You will work closely with Purchasing and Finance drawing upon their professional expertise with input and engagement of wider stakeholder groups who are impacted by the P2P processes.

### **What does the role entail?**

As a Purchase to Pay Delivery Officer your main duties will include:





- Supporting a collaborative approach working directly to the Business Lead ensuring the timely development and delivery of the P2P solution throughout the project lifecycle, providing assurance and managing, mitigating and escalating issues and risks through the governance structures as appropriate;
- Leading individual work strands for Purchasing within the scope of overall project delivery;
- Support stakeholder engagement, communications and management at all levels of the organisation;
- Working with Purchasing and Finance colleagues and wider stakeholder groups to ensure that the requirements and deliverables are agreed and prioritised in alignment with the project's objectives, driving a single solution approach with effective interfaces to existing and developing corporate systems;
- Support a collaborative approach to ensuring that new processes and systems are embedded and are sustainable for transition to business as usual, including:
  - Ensuring process changes are successfully implemented, fully documented and have clear ownership;
  - Ensuring the successful design and delivery of training for all staff impacted by the implementation;
  - Identifying and enabling the organisational cultural and behavioural changes needed to enable a successful institution-wide implementation that is sustainable;

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 Purchase to Pay Delivery Officer you will have:

- A experience of implementing fully integrated P2P solutions across large end-user communities;
- Experience of the redesign and successful implementation of streamlined best practice purchasing processes and systems;
- Experience of leading or playing a key role in organisational change, spanning governance, people processes and systems;



- Excellent interpersonal and communication skills, with a demonstrable ability to effectively engage and motivate colleagues across the organisational structure to agree and deliver shared objectives;
- Experience of influencing and working with senior colleagues with the ability to develop and manage effective relationships and negotiate with key stakeholders across a wide range of disciplines including the tenacity to resolve conflict between stakeholders and Purchasing;
- The ability to act independently with self-motivation, self-reliance and initiative;
- A proactive and innovative approach to problem solving with the necessary risk management skills to be able to identify, manage and mitigate the risks inherent in P2P solutions.

You may also have:

- Knowledge or experience of working in a Higher Education environment or public sector/regulated industry, with a demonstrable ability to understand and deliver within this strategic context;
- Previous experience with SAP P2P systems or equivalent ERP solutions;
- Experience of managing master data, electronic authorisation workflows, e. Invoicing, e. Catalogues, Purchasing Card solutions and the automation of goods receipts and failed invoice resolution processes within a P2P solution;
- Previous experience in specifying and delivering purchasing reporting/management information from P2P systems.

## 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, Head of Procurement**

Tel: +44 (0)113 343 6063

Email: [t.p.brannon@adm.leeds.ac.uk](mailto: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](mailto:disclosure@leeds.ac.uk).

## Criminal record information

### Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be made in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

