Corporate Services
Purchasing - Satellite 1

Faculty Buyer

Full time, fixed-term until 28 February 2017 (maternity cover)

Purchasing Satellite 1 provides a comprehensive procurement support service to the Faculty of Engineering, Faculty of Environment and the Faculty of Maths and Physical Sciences at the University of Leeds.

As the Faculty Buyer you will support Procurement within the Satellite 1 Purchasing Office to service the purchasing needs of all Schools and Services across three Faculties, ensuring the provision of a customer-focused service that promotes best practice. You will also ensure that colleagues within the Faculties are provided with a level of support which ensures the University is obtaining value for money when purchasing goods, supplies and services, and procurement is carried out in an effective and efficient manner. You will have responsibility for the operation of purchasing and deal with enquiries and liaise with suppliers and requisitioners.

You will have a positive approach to work, excellent communication skills, computer literacy and strong numeracy and literacy skills. The ability to work with a wide range of people and as part of a team is essential. It is also expected that you will work with a high degree of accuracy and you will be expected to gain awareness of and to support the aims of the University Strategy.

To be appointed at Grade 4, you will have experience of the SAP purchasing system or similar and will have experience of transactional purchasing within a purchasing office. You will also be able to evidence a proactive approach to problem solving.

University Grade 3 (£16,017 - £17,703 p.a), or University Grade 4 (£18,212 - £20,989 p.a) dependent on experience

Informal enquires to Maggie Whitworth, Satellite Purchasing Manager tel+44 (0)113 343 1810, email m.a.whitworth@adm.leeds.ac.uk.

Ref: CSPUR1008

Click here for further information about working at the University of Leeds www.leeds.ac.uk/info/20025/university_jobs
Job Description

Responsible to: Head of Procurement
Reports to: Satellite Purchasing Manager

Main duties and responsibilities

At Grade 3:

- Act as first point of contact for any purchasing enquiries from Faculty colleagues.
- Have an overview of purchasing within the faculties from SIPR through to invoice paid, this includes:
  - SIPR requisitions.
  - Preparation of Purchase Orders across three faculties.
  - Provide guidance to end users to ensure goods receipting is done in a timely fashion.
  - Ensuring that blocked invoices are released in a timely fashion across four faculties (using MRBR & ZMIR5 reporting).
  - Holding responsibility for a faculty purchasing credit card.
- Liaison with suppliers regarding purchase orders and payment adhering to University of Leeds payment terms.
- Solving retrospective invoice queries.
- Entering information into SAP and generating standard reports.
- Understanding and remaining up-to-date with the University financial regulations and other relevant University policies and procedures (for example travel and purchasing policies) and conveying these effectively to staff.
- Maintaining records and files to an auditable standard.
- Carrying out other duties as required by the Satellite Purchasing Manager.

You are also expected to:

- Meet with your Staff Reviewer/probationary mentor on a regular basis.
- Be alert to risks and opportunities:
  - By taking steps, where possible and appropriate to minimise adverse risks and maximise opportunities.
- Report to the appropriate person any significant risks or opportunities that become apparent.
- Be responsible for your own safety and minimise risks of endangering the safety of yourself and others.
- Participate in team and Faculty activities.
- Comply with the University Policy on Equality and Diversity.

**At Grade 4, in addition to the above duties:**

- Assist the Purchasing Manager in carrying out competitive tendering exercises for the Faculty for equipment purchases.
- Building up a network of contacts with relevant staff at the University, liaising to discuss mutual problems and working to devise solutions which may be adopted as best practise across the University.
- Training end users in the use of the University’s front end purchasing systems (SIPR & Science Warehouse).

**Key Working Relationships**

Responsible to Satellite Procurement Manager, through whom the Faculty Buyer will be responsible to the Head of Procurement.

**University Values**

All staff are expected to operate in line with the University’s values and standards, which work as an integral part of our strategy and set out the principles of how we work together. More information about the University’s strategy and values is available at [http://www.leeds.ac.uk/comms/strategy/](http://www.leeds.ac.uk/comms/strategy/).
Person Specification

You should address the relevant points of these criteria, as a supporting statement, when prompted during your online application. To be considered for appointment at grade 4, it is expected that you will address the grade 4 essential criteria in addition to the grade 3 essential criteria. You should address as many desirable criteria as you can for both appointment at grade 3 or grade 4.

For appointment at University Grade 3

Essential

- Evidence of strong numeracy and literacy skills, for example as evidenced through educational qualifications in these areas or through work-based experience.
- Evidence of sound basic IT skills, including the use of Microsoft Office Applications, and a working knowledge of the Internet.
- Willing to undertake required training courses: procurement-related SAP training is mandatory.
- Evidence of effective time-management and organisational skills.
- Evidence of effective communication skills, including the ability to communicate effectively by telephone.
- An ability to develop and maintain good working relationships with outside suppliers and all levels of staff.
- Evidence of self-motivation and resourcefulness, whilst maintaining the ability to work well as part of a team.
- Experience of managing confidential information in an appropriate manner.
- Evidence of reliability and accuracy.
- Be willing to visit remote sites.
- Be willing to, on occasion, work outside of the Satellite Procurement Office.

Desirable

- Familiarity with any computer based business software.
- An understanding of the basic principles of procurement.
- Willingness to work flexible hours as required to support the business
For appointment at University Grade 4

Essential

- Previous relevant experience of transactional purchasing working in a purchasing office/environment and familiarity with purchasing terminology.
- Experience of using the SAP purchasing system or similar.
- Evidence of a pro-active approach to problem solving.

Desirable

- Familiarity with any computer based business software.
- An understanding of the basic principles of procurement.
- Willingness to work flexible hours as required to support the business
**Additional Information**

Details of the terms and conditions of employment for all staff at the university, including information on pensions and benefits, are available on the Human Resources web pages accessible via the links on the right hand side, or at [http://www.leeds.ac.uk/hr/index.htm](http://www.leeds.ac.uk/hr/index.htm)

**The Partnership**

To be aware of and work in line with The Partnership working with students as members of a learning community to provide world class education and an excellent student experience. More information about the Partnership is available at [http://partnership.leeds.ac.uk](http://partnership.leeds.ac.uk)

**Disclosure and Barring Service Checks**

A Disclosure and Barring Service (DBS) Check is not required for this position. However, applicants who have unspent convictions, cautions, reprimands and warnings, including any pending criminal proceedings must indicate this in the 'other personal details' section of the application form and send details to the Recruitment Officer at disclosure@leeds.ac.uk.

**Disabled Applicants**

The post is located in the **Satellite 1 Purchasing Office**. Disabled applicants wishing to review access to the building are invited to contact the department direct. Additional information may be sought from the Recruitment Officer, email disclosure@leeds.ac.uk or tel +44 (0)113 343 1723.

Disabled applicants are not obliged to inform employers of their disability but will still be covered by the Equality Act once their disability becomes known.

**Further information for applicants with disabilities, impairments or health conditions is available in the applicant guidance.**