Corporate Services
Purchasing

Purchasing Satellite 3

Trainee Faculty Buyer/ Faculty Buyer

Purchasing Satellite 3 provides a comprehensive procurement support service to the Business School, Faculty of Arts, Cultures & Humanities and Faculty of Education Social Sciences and Law at the University of Leeds.

As the Trainee Faculty Buyer/Faculty Buyer you will support Procurement within the Satellite 3 Purchasing Office to service the purchasing needs of all Schools and Services across the three Faculties detailed above, 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 both 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.

This role is being advertised on a training grade with the intention to review and regrade to a grade 4 following successful probation and achievement of the competency level expected of grade 4 staff within the procurement function, this regrade can be achieved after 12 months but depends upon individual candidates motivation and ability.

This role will include (but not exclusively) gaining experience of the SAP purchasing system (P2P) end to end. Also in-house bolt on systems, including e-procurement and purchase card and transactional purchasing within a purchasing office. You will also be able to evidence a proactive approach to problem solving.
University Grade 3 (Trainee Faculty Buyer) (£16,289 - £17,898 p.a), with progression from Grade 3 to Grade 4 through a development plan.

Informal enquiries to Richard Lewis, Satellite Purchasing Manager tel+44 (0)113 343 6971, email r.lewis@adm.leeds.ac.uk

Job Reference: CSPUR1011

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

- Act as first point of contact for any purchasing enquiries from Faculty colleagues.
- Have an overview of purchasing within the faculties from requisition 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 carried out in a timely fashion.
  - Resolving blocked invoice queries across the three faculties (using SAP MRBR & ZMIR5 reporting).
  - Holding responsibility for a faculty purchasing credit card.
- Liaison with suppliers regarding purchase orders and payment, including adhering to University of Leeds payment terms.
- Solving retrospective invoice queries.
- Entering accurate and complete information into SAP
- Generating standard SAP 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 Faculty staff.
- Assist the Purchasing Manager in carrying out competitive tendering exercises for the Faculty for high value 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.
- Maintaining records and files to an auditable standard.
- Training end users in the use of the University’s front end purchasing systems (SIPR & Science Warehouse).
• 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:
  o By taking steps, where possible and appropriate to minimise adverse risks and maximise opportunities.
  o Report to the appropriate person any significant risks or opportunities that become apparent.
  o 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.

Key Working Relationships

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

Career Expectations

This is a developmental post and is a substantive grade 4 role, with grade 3 being used as a training grade. Where the successful candidate is appointed at University of Leeds Grade 3 a personal development plan will be put in place. It is anticipated that this will be over a 12 month timescale. On satisfactory completion of this plan the individual may apply to advance to University of Leeds Grade 4 through the University’s promotions procedure.

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

For appointment at University Grade 3/4

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

Candidates must fulfil all of the criteria above plus these additional criteria:

Essential

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

- Willingness to undertake professional training (CIPS, Chartered Institute of Purchasing and Supply)
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)

Criminal Record Checks

This post is covered by the Rehabilitation of Offenders Act 1974 and as such, applicants who have ‘unspent’ convictions, cautions, reprimands and warnings, including any pending criminal proceedings, must declare this in the ‘other personal details’ section of the application form and send details to the Recruitment Officer at disclosure@leeds.ac.uk.

Criminal record information will be held securely by the University and in accordance with the Data Protection Act and the University’s Data Protection policy, available at [http://www.leeds.ac.uk/secretariat/data_protection_code_of_practice.html](http://www.leeds.ac.uk/secretariat/data_protection_code_of_practice.html)

Any offer of appointment will be in accordance with our policy, a copy of which is available at [http://hr.leeds.ac.uk/criminal_records](http://hr.leeds.ac.uk/criminal_records)

Disabled Applicants

The post is located in the University Purchasing function. 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.**
Further information about the Faculties and Service

The University of Leeds has been named University of the Year 2017 by The Times and The Sunday Times’ Good University Guide.

Purchasing Satellite 3 provides a comprehensive procurement support service to the Business School, Faculty of Arts, Cultures & Humanities and Faculty of Education Social Sciences and Law at the University of Leeds.

The Faculty of Performance, Visual Arts and Communications (PVAC) has recently merged with the Faculty of Arts to form a new faculty known as the Faculty of Arts, Cultures & Humanities.

PVAC consists of five Schools (Design, Media and Communication, Fine Art, History of Art and Cultural Studies, Music and Performance and Cultural Industries) and has one of the broadest portfolios in the creative arts and technologies of the Russell Group of research-intensive universities.

The Faculty of Arts is home to the School of English, the School of History, the School of Philosophy, Religion and History of Science, the School of Languages, Cultures and Societies, the Institute for Medieval Studies, and the Centre for Interdisciplinary Ethics Applied and teaches around 4800 undergraduate students.

The Faculty of Education, Social Sciences and Law is one of the largest faculties in the University of Leeds, with a wide range of research-informed courses encompass undergraduate, taught postgraduate and research degree programmes, as well as online and professional development courses.

The Leeds University Business School are a leading, full-service business school, world ranked by the Financial Times for our MBA, Masters in Finance and Masters in Management programmes, making us one of the most influential schools in Europe. We are proud to hold the ‘Triple Crown’ accreditations from AACSB, AMBA and EQUIS, placing us in the top 1% of business schools globally.

Delivering undergraduate, masters, MBA, PhD and executive education study, to over 3000 students from around 100 countries.