## JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Procurement Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department / Unit:</td>
<td>Finance - Procurement</td>
</tr>
<tr>
<td>Job type</td>
<td>Professional Services</td>
</tr>
<tr>
<td>Grade:</td>
<td>6</td>
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<tr>
<td>Accountable to:</td>
<td>Head of Procurement</td>
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<tr>
<td>Accountable for:</td>
<td>n/a</td>
</tr>
</tbody>
</table>

### Purpose of the Post

The post holder will provide support to the Procurement team to ensure that the procure-to-pay (P2P) process is performed in accordance with the university Policies and Public Contracts Regulations.

The Procurement Officer will positively contribute to the Procurement team by promoting procurement activity, manage new supplier approval and off-payroll assessments in the finance system, take ownership and responsibility for the electronic tender and contracts management system as well as supporting procurement activity.

Additionally, the post holder will be expected to take a wider customer service role and manage all the relevant procurement mailboxes.

### Key Tasks

- To act as the main contact point for Procurement, assisting with queries or directing to the relevant colleagues. This includes taking responsibility of all procurement related mailboxes.
- To support Schools and Departments to ensure effective processes are utilised which meet their needs.
- To make use of preferred suppliers and redirect users to alternative existing contracts and the use of electronic catalogues.
- To be the owner and main administrator for the electronic procurement systems, including, E-Tendering portal, Contracts Management System, Credit checking, and any other systems as required.
- Active role in developing the E-Tendering portal, Contracts Management System and associated processes are robust and as efficient as possible.
- To carry out due diligence and be responsible for approval of all new supplier requests along with off-payroll assessment.
- To manage and support users of purchasing cards and ensure all the relevant administrative tasks are completed.
- To provide Category Managers support throughout the procurement process and take ownership of low procurements and request for quote exercises.
- Manage all central contracts. Carry out contract monitoring and identify methods to continuously improve the performance of contracts.
- To provide absence cover for other members of the Procurement team as requested.
- To develop, interpret and manipulate Management Information data from relevant systems to aid decision making and ensure high quality data and information.

**Other Duties**

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

**Internal and external relationships**

The following list is not exhaustive but the post holder will be required to:
- Liaise with all levels of staff including senior managers
- External relationships with suppliers and organisations
- Public Procurement Consortia