

# HEPA Procurement Specialist

## Job Description

### We are...

The British Universities Finance Directors Group (BUFDG) is the representative body for higher education finance staff in the United Kingdom. Our members are the Directors of Finance and Chief Financial Officers of almost all UK higher education institutions. HEPA is the network for procurement professionals in the HE sector, of whom more than 85% report to the Finance Director.

HEPA aims to:

- Work to enhance individual competencies, knowledge and skills in procurement practices by providing face to face courses, e-learning, regional networking, competency frameworks, and much more
- Provide leadership development programmes and learning opportunities
- Develop and maintain an online repository of resources and information covering areas such as best practice, benchmarking, templates, and news
- Provide procurement support beyond finance and procurement teams, including for procurement colleagues in HR, estates, IT, research teams and those with purchasing authority in academic departments.

### We are looking for...

A full time Procurement Specialist ideally based at our offices at Loughborough University, but working from home is equally possible for the right candidate. This role will support the Management Board in developing the role of HEPA within the sector. HEPA's mission is to provide national networking, aggregate news for HE procurement, work with and promote the consortia activities and where it doesn't currently exist, provide appropriate training for the members. You will also coordinate and promote counter-fraud activities and best practice across the membership.

The post-holder reports to the BUFDG Executive Director but will work closely with other team members and other PHES associations. This role has no staff management responsibilities.

### You need to be...

A **dynamic, people person** who can **build effective networks and relationships** and **encourage collaboration** within the higher education sector.

Because you will need to...

- Develop and maintain positive engagement with members, building effective relationships and networks as appropriate.
- Work proactively with members and colleagues to understand and develop an overview of emerging procurement needs, and develop plans and identify resources to address the needs.
- Encourage members to collaborate and network within the sector, using HEPA's unique position as a provider of national networking.
- Forge relationships with other providers of procurement services in the HE sector (including the Purchasing Consortia) and maximize each other's influence.
- Promote the awareness of [financial] fraud and counter-fraud measures through face to face events and virtual interactions, to procurement and all other interested parties.
- Act as a first point of contact and support for members

## A Procurement specialist and a skilled communicator

Because you will need to...

- Be MCIPS qualified.
- Have a sound knowledge and evidence of best practice of procurement .
- Have knowledge of a range of procurement theories and practices and a track record of applying these in the appropriate context with proven results.
- Ensure that HEPA has a strong reputation and that the membership and the sector understand what HEPA offers and how it is different, but complementary, to other services in the sector.
- Analyse and interpret feedback to inform the work of the organisation and its members, and develop plans and identify resources to address the feedback.
- Promote the value of an effective procurement function to academic staff, students and other professional services, through strong presentation skills.
- Arrange HEPA Management Board meetings and be proactive in making sure action points are completed.
- Report to the HEPA Management Board at and between their meetings and encourage them to act as champions of procurement.
- Advise government through working groups where appropriate.

## Able to identify training needs and develop training plans, and update website content.

Because you will need to...

- Work closely with the Learning and Development Manager to use all sources of information to identify training needs.
- Develop plans and identify resources to address the training needs.
- Chair webinars and online events as appropriate.
- Have evidence of continuing professional development and genuine interest in continuous learning.
- Ensure that the HEPA website is maintained and that material is accessible to staff and members.
- Scan the BUFDG/HEPA discussion boards, reply to postings when appropriate and use the postings as a springboard to other work that may be demanded by the membership.
- Produce on average two relevant articles each week for the HEPA website, and occasional tweets.
- Work with the Executive Director and Head of Membership to provide a robust analysis and interpretation of the engagement and website data.

## Collaborative and willing to share what you know

Because you will need to...

- Work with the providers of Procurement Maturity Assessments (SUPC in England, APUC in Scotland as well as commercial providers of such consultancy) to ensure suitable outcomes are achieved.
- Encourage sharing of good practice among members, using PMA data to establish good practice.
- Identify when changes to procurement practice or to the law suggest that the HE sector needs to amend the way it does things. Communicate with other interested and affected parties and agree plans to implement changes to policy and/or practice.
- Where necessary, identify whether additional consultancy is required and put forward a case [to the BUFDG executive committee] for resources. Project manage the implementation of any such plans.
- Manage the annual Procurement Value Survey (PVS), analyse results and produce a report that will help members benchmark their performance and demonstrate the value of procurement.
- Support the BUFDG counter-fraud working group and promote good practice to minimize losses from [financial] fraud in all areas of a university's operations.

## A great **team player** who is happy working in a **small team** but also playing a big part in **supporting the Higher Education sector**

Because you will need to...

- Use your excellent communication and customer service skills both written and verbal - in particular, must be able to write clear, concise, correct English requiring little editorial input.
- Be proficient across most Microsoft Office packages, including using Word, Excel and Outlook and have experience of working with web content management systems.
- Have some project management experience.
- Have a flexible approach to team working – there will be a need to work outside normal office hours if travelling to and from BUFDG/HEPA events. This role would not suit someone unwilling or unable to be away from home regularly.
- Commit to observing the organisation's Equal Opportunities Policy at all times.
- Be willing to undertake further training and personal development.

## You might also ...

- be educated to degree level or equivalent
- have knowledge of the UK HEI system
- understand financial terminology
- have previous experience in a membership organisation

## We will offer...

- A competitive salary at **Grade 8 £40,792 - £54,765 pa** dependent on qualifications and experience. We benchmark our salaries to the University of Sheffield grading structure.
- A defined contribution pension scheme with **7.5% employee and 16% employer** contribution rates, together with life insurance.
- **30 days' holiday** pro rata plus bank holidays and discretionary days' office closure.
- Support for **CPD** and appropriate training.
- This Job Description sets out the current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.