

## **The University**

At Durham University we are proud of our people. A globally outstanding centre of educational excellence, a collegiate community of extraordinary people, a unique and historic setting – Durham is a university like no other.

Across the University we have a huge variety of roles and career opportunities, which together make us a large and successful community, which is a key hub of activity within our region and nationally. Whether you are at the very start, middle or end of your career, there is a role for you. We believe everyone has their own unique skills to offer.

We would be thrilled if you would consider joining our thriving University. Further information about the University can be found [here](#)

## **Role and Department**

Following successful completion of the second part of the necessary on the job training and development plan (whilst a grade) the Procurement Senior Assistant will progress to this Grade 4 role. A new development plan will be created to build upon the skills/knowledge that have been gained and to address further training and support that will be required as the applicant takes on additional duties and responsibilities.

The Procurement Service forms part of the University's Professional Services function and delivers a centralised procurement and purchasing activity to the entire organisation. The department is currently split between the Purchasing Team, who are responsible for the day-to-day tactical procurement, and the Category Team, who are responsible for strategic sourcing and supplier relationship management. The department is responsible for the procurement of all goods and services for the University and driving value for money, using strategic sourcing strategies within a category management framework.

## **Working at Durham**

A competitive salary is only one part of the many fantastic benefits you will receive if you join the University: you will also receive access to the following fantastic benefits:

- 27 Days annual leave per year (in additional to 8 public holidays and 4 customary days per year), a total of 39 days. [including time off between Christmas and New Year.
- No matter how you travel to work, we have you covered. We have parking across campus, a cycle to work scheme which helps you to buy a bike and discount with local bus and train companies.
- Discounts via our benefits portal including; money off at supermarkets, high street retailers, IT products such as Apple, the cinema and days out at various attractions.
- On site nursery is available and access to holiday camps for children aged 5-16 throughout the year.
- Lots of support for health and wellbeing including discounted membership for our state of the art sport and gym facilities and access to a 24-7 Employee Assistance Programme.
- The opportunity to take part in staff volunteering activities.
- Family friendly policies, including maternity and adoption leave, which are among the most generous in the higher education sector (and likely above and beyond many employers).
- If you are keen on advancing in your role or career, we have a genuine passion for developing our colleagues from qualifications to IT skills, courses and apprenticeships.
- Generous pension schemes.

**Durham University is committed to equality, diversity and inclusion.**

Our collective aim is to create an open and inclusive environment where everyone can reach their full potential and we believe our staff should reflect the diversity of the global community in which we work.

As a University equality, diversity, and inclusion (EDI) are a key part of the University's Strategy and a central part of everything we do. We also live by our values and our Staff Code of Conduct. At Durham we actively work towards providing an environment where our staff and students can study, work and live in a community which is supportive and inclusive. It's important to us that all of our colleagues are aligned to both our values and commitment to EDI.

We welcome and encourage applications from members of groups who are under-represented in our work force including people with disabilities, women and black, Asian and minority ethnic communities. If you have taken time out of your career, and you feel it relevant, let us know about it in your application. If you are a candidate with a disability, we are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to support the interview process wherever it is reasonable to do so and, where successful, reasonable adjustments will be made to support people within their role.

### **Person Specification**

What you need to demonstrate when you apply

To be considered for this role, here are the skills/experience we're looking for:

### **Qualifications/Experience**

1. Five GCSE's at least Grade C or level four (or equivalent) including English Language and Mathematics or equivalent experience.
2. Experience of working in a team delivering customer focussed administrative services or having relevant qualifications for the role.
3. Experience of managing time to meet deadlines. Skills/Abilities/Knowledge.
4. Good spoken and written communication skills.
5. Good digital skills including experience in using digital devices and apps including the internet, email, digital communication tools, Microsoft 365 applications, digital booking systems.
6. Committed to continuing professional development.
7. Ability to solve problems as part of a team and resolve straightforward issues.
8. Ability to provide advice and guidance to a range of colleagues and customers.

### **Desirable Criteria**

9. Experience of working in a customer focussed service.
10. Experience of working in a team.
11. Evidence of personal development.

### **Typical Role Requirements**

Here are the kind of activities that you'll be asked to undertake and ways in which you'll be expected to operate.

### **Service Delivery**

- Show a commitment to equality, diversity and inclusion and the University's values.
- Provide an excellent and timely service to your colleagues and anyone else you come across as part of your role.
- Use your experience and problem-solving skills to resolve routine issues with things relevant to your role such as purchase card queries and provide information and updates to help your team find solutions.
- Collect, organise and record data and information accurately and provide reports as required.
- Promote positive wellbeing arrangements which benefit you and your team.

- When carrying out your role, use and apply relevant professional and regulatory standards e.g. general data protection regulations when managing data.
- Use standard office-based devices and applications such as word, excel and teams and sharepoint to deliver services.
- Update guidance on standard operating procedures followed by the team.
- Arrange meeting/event venues and travel arrangements for other team members.

**Teamwork**

- Resolve queries and respond to requests for information and advice and bring any complex issues to the attention of more experienced team members.
- Help your team organise and provide administrative services that support key activities for example assisting with sourcing exercises undertaken within your service and contribute to team planning activities.
- Help your team ensure that products and services are adapted in response to feedback and to meet changing demands.

**Communication/Liaison**

- Seek feedback from staff and anyone else that you come across as part of your role on their requirements from your service to ensure that their reasonable expectations are being met.
- Record information e.g. department service levels and KPIs and respond to queries which you receive.
- Liaise with staff in other areas, professional organisations and agencies to ensure that services are being delivered in an efficient and collaborative way.
- Liaise with external suppliers, contractors, specialists and service providers to plan the delivery of services and events.
- Provide support for meetings such preparing and sending documents for meetings, drafting reports and taking minutes.
- Any other reasonable duties.