

## **The University**

At Durham University, we are proud of our people, because they are at the heart of our globally outstanding institution, which is a key part of our local community. We inspire our people to do extraordinary things and we invite you to join our fantastic team.

Across the University, we have a huge variety of roles and responsibilities, which together make us one large and successful community. 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.

At the University we promote and actively champion equality, diversity and inclusion. It is crucial that everyone can be themselves and can flourish in an environment where everyone respects each other and is treated fairly. We want our people and wider community to feel happy, secure and proud to be a part of Durham. We are looking for the same values in you.

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. For more information on our EDI strategy and values, [click here](#)

## **The Role and Department**

Following successful completion of the first part of the necessary on the job training and development plan (one year) the Trainee Procurement Administrative Assistant will progress to this Grade 3 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 addition 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.

**Person Specification**

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 training/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**

- Provide an excellent and timely service to your colleagues and anyone else you come across as part of your role.
- Log, record and pass on information for use by others.
- Carry out some tasks that may require specialist skills.
- Follow established procedures when carrying out your role and vary or refer to more senior colleagues when necessary.
- Collect, organise and record data and information accurately for use by others.
- When carrying out your role, apply relevant industry and regulatory standards for example general data protection regulations.
- Use standard office-based devices and applications such as word, excel, teams and sharepoint to deliver services.
- Collate and distribute information e.g. data reports for use by others.
- When carrying out your role, carry out standard checks and follow professional and regulatory requirements e.g. security standards when handling and archiving data and information.

**Teamwork/Liaison**

- Help your colleagues when required with other key activities undertaken within your service for example scheduling meetings, taking notes and recording actions.
- Help and cooperate with the rest of your team on operational matters to help achieve shared objectives.
- Liaise with staff in other areas to ensure that services are being delivered in an efficient and collaborative way.

**Communication/Personal**

- Show a commitment to equality, diversity and inclusion and the University's values.

- Follow established procedures to respond to queries and bring any complex issues to the attention of more experience team members.
- Respond to queries by providing routine information [for example training material, contact information and policy wording and signposting to additional guidance.
- Any other reasonable duties.