



Job Title: Procurement Officer

Unit/School: Finance Directorate

Grade: 5A/5B

HERA: FIN71

Core purpose of role

Reporting to the Assistant Head of Procurement, this post will be responsible for carrying out procurement activities for the University, including running end-to-end tendering processes, whilst ensuring compliance with the University's financial and procurement regulations and ensuring best practices and value for money principles are upheld, together with maximising commercial and social value benefits in all its non-pay expenditure.

The Procurement Officer will have knowledge of the legislative requirements of procurement, tendering and other key UK and Welsh Government policy objectives to ensure legislative compliance and minimise the risk of challenge to the University. The role will assist in providing key contributions towards the procurement strategy, contract management process and reporting mechanisms.

Key responsibilities and contributions

- Assisting the team in the delivery and management of all aspects of the University's procurement function including tendering and contracting activities for a wide range of goods, services and works. This will include pre-market engagement, options appraisals, drafting tender and further competition documentation, managing the tendering process using the University's tendering tools, managing the tender evaluation process, drafting contract documentation and contract management with stakeholder departments.
- Working closely and effectively with the University's professional service departments and Schools to ensure procurement requirements are identified and specified correctly.
- Contribute to the key developments and manage the day-to-day operations of the University's e-payment solution using Purchase cards and the Barclaycard Spend Management portal.
- Provide advice and guidance to staff at all levels on all aspects of procurement and the achievement of value for money and social value.
- Generate reports and carry out analysis of management information to support the University's departments and schools.
- Provide procurement end user training on the University's Finance System, a Unit 4 Business World product and the Barclaycard Spend Management Portal.

- Assist in the management and updating of the Procurement Intranet site.
- Provide resilience in line managing the Procurement Administrator role and be responsible for the operation of the department in the absence of the Head and Assistant Heads.
- Support and assist the Procurement Assistant role in managing the Procurement mailbox Helpdesk function, acting as resilience for this postholder in their absence.
- Manage all enquiries and administrative functions as required in a timely and efficient manner.

Person specification

Essential qualifications / Professional memberships

- Chartered Institute of Purchasing and Supply (CIPS) qualification, minimum level 4 or working towards level 4.

Essential experience, knowledge and skills

1. Experience of working in a professional procurement role involving tendering and contracting for goods, services and works, with knowledge of e-procurement systems.
2. Ability to manage and support internal stakeholders to prepare and manage documentation for competitive tenders in accordance with the University's financial regulations and following public procurement regulations (Procurement Act 2023).
3. Strong communication skills, with the ability to foster effective teamwork and collaboration.
4. Ability to manage and prioritise multiple tasks with competing and conflicting deadlines.
5. IT literate with knowledge of Microsoft Office software, including Word, Excel, Teams and Outlook.
6. Ability to work with internal customers or other stakeholders on procurement processes and procedures including but not limited to quotations, tendering strategies, supplier engagement, developing specifications, tender evaluation, contract award, approval processes whilst demonstrating value for money.

Desirable

1. Experience of using Finance systems, tendering software and e-payment solutions.
2. Ability to interpret large volumes of data, price comparison benchmarking and options appraisals.

3. Previous procurement experience and carrying out related procurement processes.

Welsh skill requirements

Welsh is essential to our students and staff and is a key part of our provision and services. For every position at Cardiff Met, proficiency in Welsh language is either essential or desirable. You can find information about the levels by viewing our booklet: [Welsh language skills levels](#). If a skill is listed as essential in the table below, please ensure you demonstrate this in your online application form.

Language level and general descriptor	Listening	Reading	Speaking	Writing
A1 – Beginner Can understand and use familiar everyday expressions and very basic phrases in Welsh.	Desirable	Desirable	Desirable	Desirable
A2 - Basic user Can deal with simple, straightforward information and communicate in basic Welsh.				
B1 - Intermediate user Can communicate, to a limited level, in Welsh about things that are familiar and/or work related.				
B2 - Upper intermediate user Can express myself in Welsh on a range of topics and understand most of a conversation with a native speaker.				
C1 - Fluent user Can communicate fluently in Welsh.				
C2 - Master user Can communicate fluently on complex and specialist matters in Welsh.				

Disclosure & Barring Service requirements

This post does not require a DBS check.

Supporting information

The University is a dynamic organisation and changes may be required from time to time. This job description and person specification is not intended to be exhaustive.



The University is committed to the highest ethical and professional standards of conduct. Therefore, all employees are expected to have due regard for the impact of their personal behaviour and conduct on the University, students, colleagues, business stakeholders and our community. Each employee must demonstrate adherence to our Code of Professional Conduct. In addition, all employees should have particular regard for their responsibilities under Cardiff Metropolitan University's policies and procedures.