



CASTLEFIELD RECRUITMENT



UNIVERSITY  
*of York*

# Procurement Officer

## Finance Department



# INTRODUCTION

The University of York is a vibrant, research-intensive institution and a proud member of the Russell Group. We exist as a University for Public Good, rooted in the values of excellence, equality, and opportunity for all - principles that have guided us since our founding in 1963. Today, we are a welcoming home to over 20,000 students and 5,000 staff.

To sustain and grow its reputation, the University is engaged in a number of programmes which focus upon digital, physical and human capital investment. The University of York is launching a programme of transformation covering all processes relating to human resources and finance. The transformation is being enabled with ERP technology.

To maximise this transformation, we have asked key role holders to fully transfer over to the programme. This creates an opportunity for candidates to support our business as usual finance operations while the programme is delivered.

We seek seasoned professionals who not only excel in their technical field but have the emotional intelligence to lead, support, nurture and deliver a professional service despite the disruption such change will ultimately bring.

If you can:

- sustain business as usual using your professional and technical skills and experience,
- nurture relationships with internal stakeholders and external partners where appropriate,
- promote and enable the transformation activities which will be active around you,
- engage with early change activities which will be inevitable as the whole University transforms and
- gate-keep scheduled governance, reporting and cyclical processes,
- provide strong project discipline to help guide the programme to a successful conclusion

we encourage you to apply and transform with us.

Candidates who identify as Black, Asian, or from a Minority Ethnic background are actively encouraged to apply.

**Nigel Alcock**  
**Chief Financial and Operating Officer**



# JOB DESCRIPTION

## KEY DETAILS

<b>Salary</b>	Grade 5 (£32,080 - £36,636)
<b>Hours of work:</b>	37 (Family friendly/flexibility/part time working hours may also be considered)
<b>Contract type:</b>	Fixed Term until December 2026

## MAIN PURPOSE OF THE ROLE

You will play a meaningful role in ensuring the University maximises value and minimises risk in the procurement of goods, services, and works. We are seeking a procurement professional who is commercially minded and flexible in their approach to applying category skills across a portfolio of categories and subcategories. You will have a good understanding of public procurement legislation specifically and contract law generally and ideally will be a full member of CIPS, or working towards full membership.

## KEY RESPONSIBILITIES

(Role holders will be required to undertake some or all of the duties below)

### Role Specific Responsibilities

- Work in a professional procurement role involving tendering, negotiation, and contract management, with knowledge of e-procurement systems.
- Have the ability to manage and support internal stakeholders to prepare, release and manage documentation for competitive tenders following the University's financial regulations, funder rules and public procurement law.
- Provide timely, daily, first line procurement and policy-related guidance.

- Manage approval documentation for new suppliers, government purchasing card requests and travel requests in line with University policies and travel management company processes
- Produce clear reports, summarising complex problems and to effectively present to small teams, committees and working groups

### University of York Responsibilities for Grade 5

#### Service and Operational Delivery

- Undertake day to day decision making for operational aspects of service or delivery, within a designated area of responsibility.
- Deliver services to standards set by others, using initiative and independent action to meet service needs.
- Manage the resolution of escalated issues or queries where the answer requires consideration and application of judgement.
- Where appropriate, solicit customer views on the nature and quality of the service provided.
- Make effective use of digital solutions to carry out operational activity and implement efficiency improvements.
- Act as a supportive and encouraging member of a team. For roles at this level with supervisory responsibilities, demonstrate compassion and give advice on commonly occurring wellbeing issues.

# JOB DESCRIPTION

## Continuous Improvement

- Monitor and review service or operational delivery in conjunction with line manager, recommending / implementing improvements to process, service or governance.
- Contribute to and/or initiate the development and improvement of methods of service delivery.
- Research, analyse and interpret data/findings, using standard methodologies to identify opportunities for improvement. Where appropriate, independently identify and source additional information for consideration.
- Proactively identify opportunities for building new personal knowledge and skills for self and others.

## Specialist Contribution

- Provide detailed advice to internal and external stakeholders on service-specific policies, procedures and regulations.
- Carry out investigations, searches and research information and data to identify trends, patterns and/or solutions to problems.
- Analyse data and statistics and provide solutions for higher level decision makers
- Provide expertise to support compliance with legislation and statutory duties.

## Collaboration and Communication

- Establish, maintain and develop productive and ongoing relationships with colleagues across the University, to support service delivery and issue resolution.
- Contribute to business meetings, working groups and committees to enable efficient service delivery and manage stakeholder expectations.
- Engage with external peers and specialists to exchange knowledge and information.
- Use a range of digital media and tools to communicate with a diverse range of key stakeholders.
- Collaborate with team members to identify and implement service improvements or alterations.

## Governance and Oversight

- Implement and monitor recognised procedures to ensure compliance.
- Provide training to team members on procedure e.g. data handling and recording.
- Ensure accuracy by implementing recognised and routine checks, assessment criteria and techniques.

## Planning and Organisation

- Plan and organise own workload (and, where applicable, the workload of team members) to manage short term fluctuations and changing priorities.
- Contribute to longer term plans/programmes of work.
- Responsible for delivering clearly defined work initiatives/ informal projects

## Health and Safety

- All staff have a statutory responsibility to take reasonable care of themselves, others, and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety & Emergency Procedures.
- Where you are responsible for line managing people you will have a key role in implementing Faculty/Department local health and safety management arrangements and monitor and check the effectiveness of them

The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake other duties within the scope and grading of the post.

# PERSON SPECIFICATION

Criteria		Essential/Desirable
<b>Role Specific</b>	<ul style="list-style-type: none"> <li>• Membership of the Chartered institute of Purchasing and Supply (CIPS) to Level4 (Diploma Member), or, studying towards Level4 Foundation Diplomat</li> <li>• Experience of working in a professional procurement role involving tendering, negotiation, and contract management, with knowledge of e-procurement systems.</li> <li>• Ability to manage and support internal stakeholders to prepare, release and manage documentation for competitive tenders following the University's financial regulations, funder rules and public procurement law.</li> <li>• Experience of providing guidance and managing approval documentation for new suppliers, and/or government purchasing card requests and/or travel requests in line with policies and processes.</li> <li>• Ability to produce clear reports, summarising complex problems and to effectively present to small teams, committees and working groups</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
<b>Role Specific</b>	<ul style="list-style-type: none"> <li>• Level 3 qualification. (Qualifications at this level include A levels. Please <a href="#">view the full list.</a>) We also welcome applicants with equivalent non-UK qualifications or equivalent professional experience.</li> </ul>	Essential
<b>University of York Person Specification for Grade 5</b>		
<b>Skills - demonstrates the ability to</b>	<ul style="list-style-type: none"> <li>• Taking responsibility for delivering defined work initiatives</li> <li>• Gather, analyse, interpret and report data/information</li> <li>• Use of digital technologies relevant to the role</li> <li>• Communicate effectively in verbal and written formats, including the use of a variety of digital tools</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
<b>Behaviours</b>	<ul style="list-style-type: none"> <li>• Works collaboratively with others</li> <li>• Delivers a quality service</li> <li>• Develops self and others</li> <li>• Actively champions respect, inclusivity, equality and diversity</li> <li>• Identifies and implements continuous improvement</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>

# BENEFITS PACKAGE AND PERKS

38 days annual leave

**Generous pension benefits:** enrolment to the University of York Pension Fund (including 14.5% Employer Contribution)

Access to discounts and services

Family friendly policies and flexible approach to working patterns

Comprehensive health and wellbeing support including an Employee Assistance Scheme

**Work-Life Balance:** Hybrid & Flexible working, 38 days annual leave (including bank holidays).

**Comprehensive Benefits:** Onsite Gym/Nursery, Cycle2Work, health & wellbeing schemes.

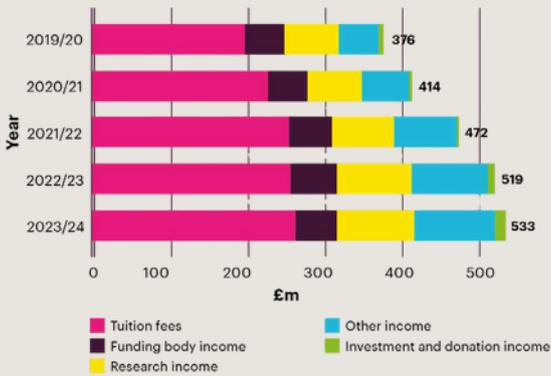
**Inclusive Environment:** A diverse workplace that values everyone, with family-friendly policies and support for underrepresented groups. [#EqualityatYork](#)

Home to a variety of nature walks and trails

York Campus Nursery

York Sports Village, Velodrome and Cycle Track

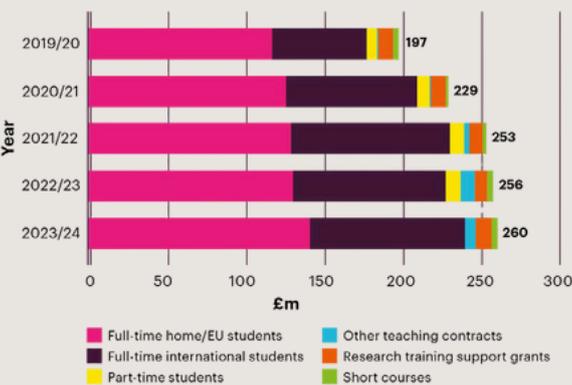
# KEY FINANCIAL INFORMATION



## TOTAL INCOME

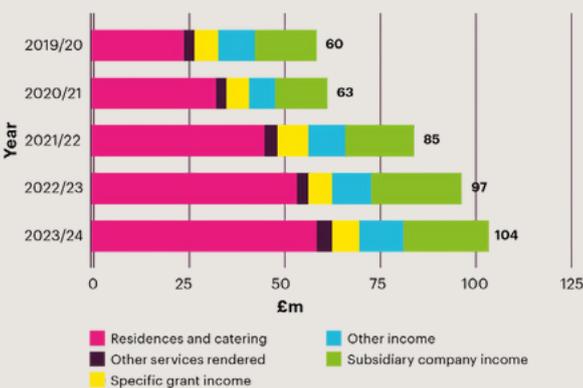
Total income increased by £14m to £533m, representing growth of 3% in the year. Increased income was achieved mainly through growth in other income (£7m) and in investment and donation income (£4m).

Building on last year's success, income from research grants and contracts grew by £3m in the year to a new record performance for the University of £100m. The growth reflects the University's standing as one of the world's leading research-intensive universities, as demonstrated by the University's top ten ranking in the Research Excellence Framework.



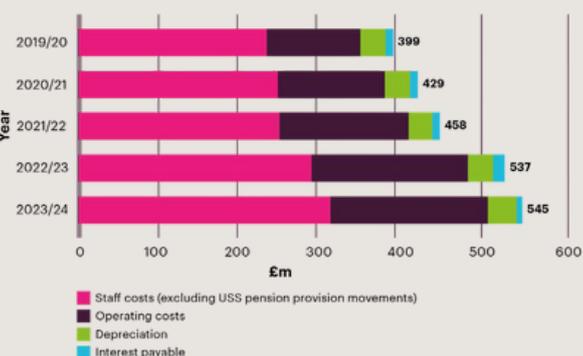
## TUITION FEES AND EDUCATION CONTRACTS

Income from tuition fees increased marginally by £4m to £260m. Home student income increased by £2m, reflective of 2% growth in home student numbers. International student markets continued to be uncertain, with domestic visa policy, geopolitical issues and international competition impacting on international student recruitment. Despite reduced international student numbers, growth from international student fees delivered a further £2m of income. Maximising student recruitment opportunities continues to be a key focus for the University.



## OTHER INCOME

Other income increased by £7m (7%) to £104m. The increase primarily occurred from increases in student residential income of £5m. Residential income comprises both University and third-party owned accommodation.



## TOTAL COSTS

Total costs (excluding pension provision movements) increased by £8m (1%) to £545m. Within this figure, staff costs increased by £15m (5%), while other operating expenses reduced by £3m (-2%). The reduction in other operating costs is reflective of the tight financial control exercised in the year to minimise the impact of inflationary pressures.

# THE UNIVERSITY

The University of York exists for public good. Founded in 1963 with just 263 students, York has become an intellectual powerhouse where research, teaching, student and global alumni engagement are anchored by the highest academic standards and a community of shared purpose. We are committed to demonstrating the transformative power of education and research, to make a difference in the world around us. Our exciting vision for York makes clear our determination that our research, our teaching, and our purposeful partnerships and engagement should all make a positive contribution to the city, region and beyond.

## ACADEMIC EXCELLENCE

The University's academic endeavour is shaped around our three faculties - Arts & Humanities, Social Sciences and Science - and more than 30 academic departments and research centres. The equal emphasis we place on the importance of teaching and learning, and world-leading research, is reflected in our Teaching Excellence Framework (TEF) Gold and our recent Research Excellence Framework (REF) results, which positioned us as 10th in the UK in the 2022 Times Higher Education REF rankings. Our REF performance is particularly pleasing because it demonstrates a breadth and depth of academic excellence across the whole institution.

The REF outcome overall places York as only one of two Northern UK universities ranked in the top 10. We are also consistently in the top ten UK research universities, attracting over £80m a year of funding from research alone.

York is one of only four universities in the UK to be in the REF top 10 whilst also being awarded TEF Gold (the others being Oxford, Cambridge and Kings). In 2024, we have also been ranked well inside the top 150 universities in the Times Higher Education world rankings (the fastest rise for a UK university) and in the top 20 in the Times & Sunday Times, Guardian and Complete University Guides.

Our commitment to equality, diversity and quality is also reflected in our five Queen's Anniversary Prizes, our long association with Athena SWAN, holding multiple awards in support of gender equality, representation and success for all, with gold awards for Chemistry and Biology and a University-wide bronze award.

## AT THE HEART OF THE REGION

The University is deeply embedded in the local community of York & North Yorkshire. Our values and commitment to the public good have never been more important. We are a hub for sharing knowledge, inspiring collaboration and enriching lives.

Our discovery research spans areas from mental health, fusion clean energy and safety assurance for autonomous systems, through to digital and creative technologies, environmental sustainability and much more. These are the sectoral strengths through which we engage new partners, including business and industry, and social, charitable and voluntary groups, and which underpin the region's future inward investment opportunities.

We have actively helped to shape and deliver a devolution deal for York & North Yorkshire, which includes a significant ambition to deliver net carbon negativity for the region through the [BioYorkshire](#), a public-private partnership designed to transform the UK's bioeconomy. Playing a leading role in helping the City of York develop its 10 year economic strategy, we have recently amplified our support for entrepreneurship through a new innovation hub, [Enterprise Works](#) - including brokering the development of the City's first Barclays Eagle Labs - all of which is located in the newly refurbished Guildhall in the centre of the City as a focus of our activities to support and drive start-ups and job creation.

We are active partners in helping to shape a vision for York Central - one of the largest brownfield sites in the UK and equivalent to the size of Kings Cross - that will create new knowledge based businesses aligned to key sectoral research strengths, enhance inward investment opportunities and help more of our graduates stay in the city and region.

The York Festival of Ideas is led and delivered by the University in collaboration with more than 100 programme partners, including many in the City, and every year delivers more than 200 free events to thousands of people who typically do not engage with universities as a means of building public trust and understanding of the integral contribution of universities to society.

## OUR CAMPUS

Centred around the picturesque village of Heslington on the edge of the City of York, our University Colleges are set in an attractive landscaped campus that enjoy protected status. The University has undergone an unprecedented period of expansion and renewal since 2000. We have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion. Our investment in new Colleges, teaching and learning spaces, laboratories, research facilities and a new sports village mean there has never been a better time to join us.

# KEY FACTS AND FIGURES

**Gold Standard  
Education**

TEF 2023 (Teaching and  
Excellence Framework)

**18<sup>th</sup> in  
the UK**

Times Higher Educations World  
University Rankings (2025)

**Joint 17<sup>th</sup>  
Overall**

Times Good University  
Guide (2025)

**146<sup>th</sup> in the  
World**

Times Higher Educations World  
University Rankings (2025)

**Top 2% in the  
World for  
Sustainability**

QS Sustainability Rankings (2025)

**World top 100  
for Climate  
Action**

Times Higher Education  
Impact Ranking (2025)

**Top 10 for  
Research**

Times Higher Education ranking of the  
Research Excellence Framework (2021)

# A UNIVERSITY FOR PUBLIC GOOD

In October 2021 the University Council approved the strategic aims and principles for our new strategy, '[Vision for York](#)'. Everything that we strive to achieve in this strategy is underpinned by an abiding commitment: the University of York exists for public good.

## STRATEGIC AIMS

### Curiosity-driven and action-oriented research

We embrace the complexity and uncertainty that arises in an increasingly interconnected, rapidly changing world. By investing in people and systems to advance curiosity-driven research and its action-oriented applications, we are at the forefront of providing the evidence base and practice that are required for communities to flourish both at home and abroad.

### Education that empowers

We transform the whole student experience to create high-quality, flexible, inclusive and accessible lifelong learning journeys. The University of York nurtures and fulfils ambitions and prepares students for an ever-evolving world. We design innovative pedagogies and curricula underpinned by technology, widen access locally and globally, and eradicate achievement gaps.

### Community without limits

Our diverse community, which reflects both wider UK society and our principle of internationalism, fosters a sense of belonging and operates at the highest academic and ethical standards. By establishing an inclusive environment, removing barriers to progression for our staff and students, and creating physical, virtual and cultural spaces that facilitate rich exchanges, we transform perceptions and enable a culture of possibilities where new knowledge is generated and everyone can thrive.

### Local commitment on a global scale

We build strong partnerships to expand and share knowledge for local impact on a global scale. By promoting collaboration beyond disciplinary boundaries, and with diverse people and entities from across society, we combine relevant expertise and experiences, generate synergies for lasting benefit, and expand the reach of our research and education.

## GUIDING PRINCIPLES

### Inclusion

Freedom of enquiry and expression are central to intellectual advancement and to social and economic development. Upholding them is essential to ensure that every single member of our communities – whatever their heritage, creed or orientation – is treated with the respect we expect for ourselves, is afforded the same opportunities, and feels at ease with being in our midst.

### Environmental sustainability

Improving environmental conditions is a prerequisite for societies and economies to flourish and for people to live healthy and fulfilled lives. It is also a powerful driver for research, education and partnerships, because the complexity of the challenge requires distinctly new knowledge, fundamentally new ways of generating it, and radically new ways of acting on it.

### Collaboration

Through the partnerships we create in research, education and engagement, we put to rest the assumption that competition lies at the heart of progress in the teaching and research arena. Instead, it will be the collaboration across different disciplines, by people from different backgrounds and with different expertise and experiences, from York and around the world, that will bring in a new era of prosperity and health.

### Internationalism

We embrace global awareness and responsibility in all that we do. We seek partners with complementary skill sets, ambitions and networks, so that together we can address pressing and emerging environmental, social and economic challenges efficiently and effectively, wherever we are.

## ORGANISATION

How we best organise ourselves to pursue our goals, with a focus particularly on academic departments, is a fundamental part of our development. A key aspect of the new strategy is organisational agility. A 'programme for change' was established, which included:

- introduction of a new teaching programme and
- semester structure in 2023
- decentralisation of financial planning to Faculties
- establishment of new Schools that combine the strengths of different departments to open up new opportunities in research and teaching

# OUR COMMITMENT TO EQUALITY, DIVERSITY AND INCLUSION

## OUR VISION

The University of York emerged from a campaign in this city in the 1940s and 1950s which foresaw a university whose work would 'contribute to the amelioration of human life and conditions. 'Our commitment to Equality, Diversity and Inclusion is more important than ever and that's why Equality, Diversity, and Inclusion is at the heart of the University's 2030 Strategy and is exemplified in our values, shared sense of purpose enquiring minds, to make equality, diversity, and inclusion everyone's business.

## OUR COMMITMENTS

As a University that exists for Public Good, through purposeful action we are committed to equality of opportunity. Engendering inclusivity, and nurturing an environment where our students and staff can study, work, and live in a community which fosters a sense of belonging, is reflective of our values, and demonstrates a measurable difference to driving forward an innovative agenda for change which tackles.

- Barriers to progression for our staff and students
- Gender, disability, and ethnicity pay gaps
- Continuation, progression, and eliminates awarding gaps across the diversity of our student cohorts at any stage in the student lifecycle
- Diversifying our staff and student community
- through our transformational initiatives and leadership
- Create a working, learning, social and living environment that will enable all staff and students to achieve their full potential

What we gain from diversity is immeasurable. Our Equality, Diversity, and Inclusion Strategy, which was developed in partnership with our staff and student communities, describes our commitment to create an inclusive environment where everyone can make a positive contribution to university life, the city region and beyond.

The recruitment, retention and success of a more ethnically diverse staff and student community; an accessible and inclusive campus, and ensuring that the values and behaviours we expect from everyone embrace inclusive responsibility and leadership.

## OUR ACTIONS

Our strategy sets out an ambitious set of objectives to succeed in our commitment. At the University of York, Equality, diversity, and Inclusion is critical by design, delivering on its extraordinary founding principles for the advancement of equity, diversity, and inclusion for all. We want to appoint colleagues who not only share our vision and purpose, but who have a genuine commitment to inclusivity in research, education, and partnerships.

Candidates who identify as Black, Asian or from a Minority Ethnic background are strongly encouraged to apply as they are currently under-represented within senior leadership roles at the University. We see equality, diversity, and inclusion as critical to deliver on our extraordinary founding principles for the advancement of equity, diversity and inclusion for all.

# THE CITY AND REGION

## AT THE HEART OF THE REGIONS

People fall in love with York the moment they visit. Internationally acclaimed for its rich heritage and historic architecture, York's bustling streets are filled with visitors from all over the world.

Within its mediaeval walls you will find the iconic gothic Minster, Clifford's Tower and the Shambles just a few of the many attractions. But York isn't just a great place to visit - it's also a great place to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.

[www.visitork.org](http://www.visitork.org)

York is an ideal place to raise a family, with a great range of high-performing schools, both state and independent. We are also rated the safest city-based university in the UK (Complete University Guide Top 15 Universities in England and Wales with Low Crime Levels 2022).

## HOUSING AND SCHOOLS

Whether you choose to live close to the city, in one of the surrounding villages or further afield, you will find a wide range of housing within a comfortable distance of York and the University.

For families, the area has a range of excellent schools both in the state and independent sector. York ranks fifth in the country for top secondary schools, with three quarters of the city's secondary schools receiving the top ranking of 'outstanding' by Ofsted.

## GREAT LOCATION

Great rail and transport networks also connect you with other major cities in the UK. York is only a short train ride away from Leeds (20 minutes), Manchester (1.5 hours), London (2 hours) and Edinburgh (2.5 hours). We are also close to major road links including the M1 and M62.

## YORKSHIRE

The Lonely Planet guide declared Yorkshire the third best region in the world to visit. There is something to cater to every taste, whether it be the rugged landscapes of the Moors or the Dales, the picturesque seaside towns of Scarborough and Robin Hoods Bay, the gothic architecture of Whitby or the vibrancy of cosmopolitan Leeds.





CASTLEFIELD RECRUITMENT



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*of York*

## Get in Touch

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