

# Sourcing Manager – Estates

## Recruitment Pack



# Welcome

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## About Us

The University of Lancashire is the international, multi-campus university tracing its roots back to 1828 and leading the way in modern learning today.

Whoever you are, wherever you're from, you can expect a warm welcome at the University of Lancashire. You'll be joining a thriving community of over 42,000 students and staff from more than 100 countries. This makes our university a vibrant place to learn, connect with new people and have fun. We're proud of our Lancashire spirit and you'll notice how approachable and supportive everyone is here. You'll soon feel right at home.

We are proud to share that we will soon be known as the University of Lancashire. Building upon nearly 200 years of academic excellence, this exciting new chapter reflects our commitment and ambition for Lancashire and beyond. We believe in helping people to seize every opportunity to flourish in education, at work and for life. Together, we're here to help you achieve great things.

## Where Opportunity Creates Success

We have a long and proud history of enabling people to realise their potential and transform their futures. We gained university status in 1992, but our roots actually go all the way back to 1828, when our distant forerunner, the Institution for the Diffusion of Knowledge, opened its doors in Preston.

We've grown into one of England's largest universities, with a colleague and student community of around 42,000. Today the impact of our work extends to every corner of the globe.

*“The University of Lancashire plays a very big role not just for our students but also for the Community, employing a large number of staff for teaching and Professional Services. The Procurement and Commercial Services team provide an important Service to ensure that internal regulations are followed. The function operates on a Category Management approach for Estates, Professional Services & Academia, and LIS (IT), managing an annual spend of circa £100m. The team is very welcoming and work well together to ensure that the Stakeholder requirements are met. I enjoy the variety of work, stakeholders and projects which mean no day is the same.”*

**Carol Yates - Sourcing Manager**

# About the University

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## Our Aspirations

- We'll be seen as a leading modern university in the UK, delivering the highest-quality student experience
- We'll never compromise on offering second-to-none support and opportunities for personal growth that give our students the skills, knowledge and experience they need to succeed in life
- We'll become more widely known for our exceptional teaching and learning
- We'll be acknowledged as the world-leading research institution we know we are
- We'll always champion equality, diversity, and inclusion to make sure our students and staff thrive, whatever their background
- We'll be a catalyst for greater economic growth than we already are. As a leading civic, we'll work alongside our partner to strengthen the North West economy
- We'll continue to increase our environmental sustainability and promote healthier lifestyles
- We'll be acclaimed as innovators, delivering real-world solutions to educational and societal challenges



# About the University

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## A Force for Economic Growth

At the regional level, we are a catalyst for economic growth.

In 2019 the University opened our £35m Engineering Innovation Centre, a world-class facility which is enabling Lancashire to enhance its status as a national centre of excellence for engineering, aerospace and manufacturing.

Our £60m Student Centre, which houses all our student support services, opened in 2021 and looks out over our new civic square. This is fast becoming an exciting hub of activity, a focal point for community events and an iconic gateway linking together the city and the University.

A brand-new state-of-the-art veterinary school is the latest addition to our Preston Campus. It is the first of its kind in Lancashire.

Our University is Lancashire's largest provider of graduate level qualifications and we have established links with global businesses, police constabularies, NHS Trusts and more than 1,000 regional enterprises across a variety of sectors. We are a proud civic anchor too, committed to adding social value and playing our role in the economic prosperity of the places in which we are based; sourcing products and services locally, boosting jobs and economic growth.

# About the University

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## A Worldwide Community

When you join our University, you'll be welcomed into a truly international community made up of students and staff from more than 100 countries, together with a worldwide alumni network of around 200,000 people.

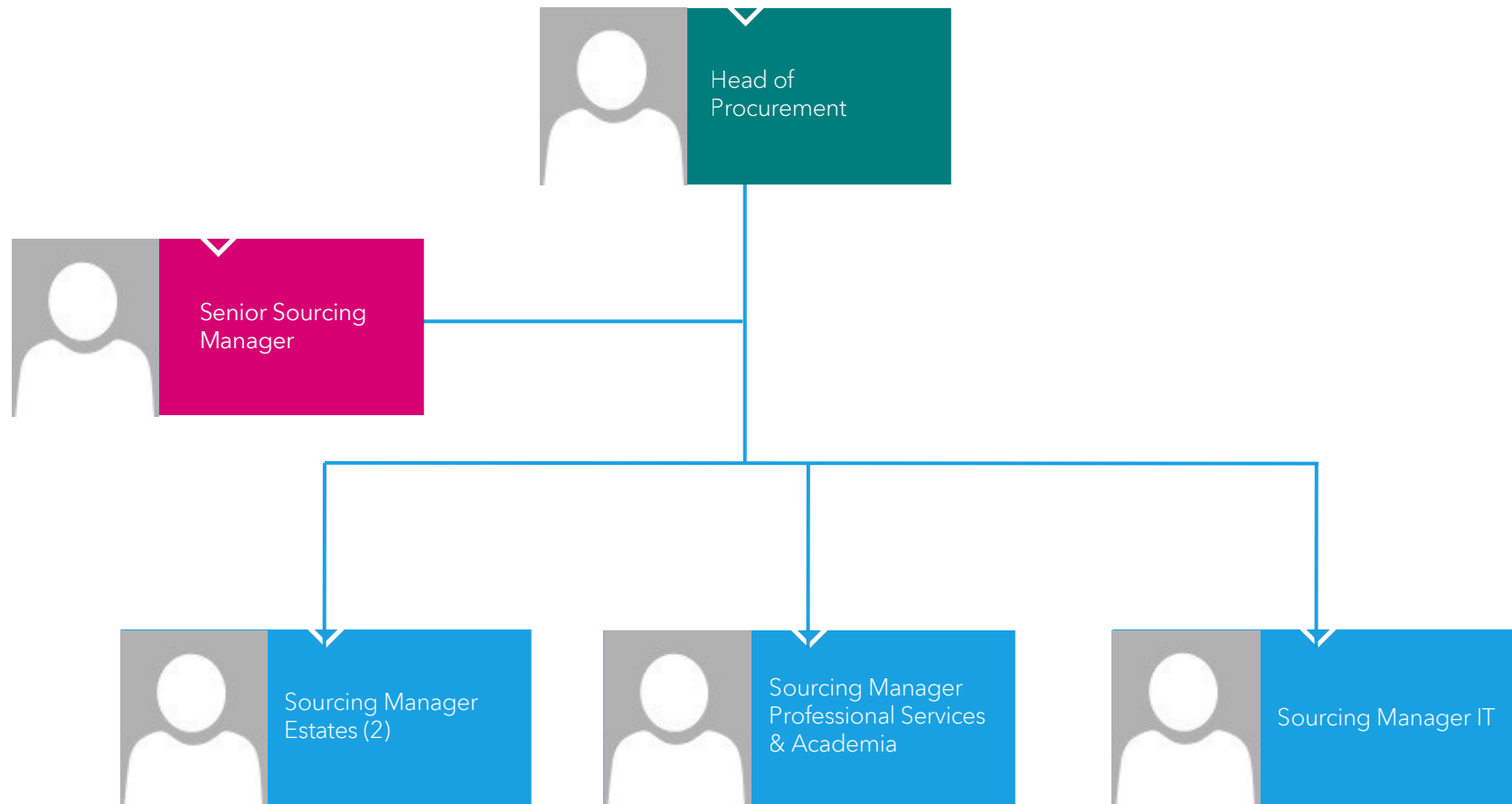
On the global stage, our research continues to transform lives – from improving business productivity locally to enhancing standards of maternity care worldwide.

Through our partnerships with more than 120 institutions, we're bringing the life-changing benefits of a University of Lancashire education to thousands of students in every corner of the world – from China to Malaysia to Sri Lanka. Meanwhile, our overseas campus in Cyprus is going from strength to strength as it marks its 10th anniversary, with more than 1,000 students now enrolled across our expanding course portfolio.



# Procurement Team Structure

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# Role Narrative

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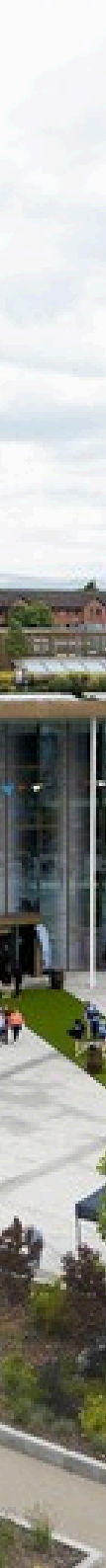
As one of two Estates Sourcing Managers, reporting to the Head of Procurement, this role will provide a high-quality responsive service to Estates Services. The role is wide-ranging covering our maintenance, catering and masterplan, and general building requirements. You'll work closely with the Estates Director, Deputy Directors and Project Managers, providing professional procurement advice and managing resources to deliver the project pipeline. The programme of tender exercises will be varied. As we are no longer a contracting authority you will have the freedom to choose procurement methods to suit each requirement, you may consider; frameworks, quotes, and tenders for example.

Working in a friendly and supportive team to achieve improved value for money, positive social impact and enhanced services to our customers, you'll play a key role in delivering a high performing service to our stakeholders, supporting the University in achieving its aims.

The successful candidate will have relevant Estates experience. Spend analysis, market awareness and risk management will be implemented into day-to-day decision making.

Compliance with our procurement code will also be a key part of this role and you will be expected to analyse spend to produce Category plans and a pipeline, ensuring that contracts are compliant and achieving best value.

The successful candidate will undertake procurement activity and tendering for Estates ensuring compliance, best value, and cost effectiveness. They will also be pivotal in supporting the Head in driving VFM through supplier management and effective category management.



# Job Description

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**The role:**

Sourcing Manager – Estates

**Grade:**

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**Responsible to:**

Head of Procurement

**Job Purpose:**

The work will support the following University objectives:

To transform Procurement Services into a leading edge and professional organisation through becoming more focused, more integrated, more disciplined through:

- creating a centrally coordinated, highly effective procurement function with strong execution capability;
- being highly credible through the delivery of substantial and sustainable savings;
- being an integral strategic partner with Estates Services and supply chain partners, and
- being a sustainable capability that is a strategic advantage for the University of Lancashire.



# About the role

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## Duties

- To take ownership of the Estates category vision and delivery of Category Plans which underpin the sourcing strategies of the University.
- To develop category vision and drive delivery of annual category plans.
- To gain a strong understanding of the Category both internally and externally
- To establish strong working relationships by proactive engagement and working collaboratively with the relevant stakeholders
- To be responsible for highlighting risk and issues and recording progress through periodic reporting.
- To identify and promote value added services across the University.
- To deliver budget efficiencies and maximise use of University's funds.
- To procure and negotiate contractual agreements.
- To develop supply market in support of the University.
- To promote commercial best practice through stakeholder and supplier relationships.
- To engage with SME's and the local community in order to meet the University's Sustainable Procurement policies (Responsible Procurement).
- To ensure the delivery of compliant procurements and contracts and be responsible for improving overall compliance statistics and addressing non-compliance through routine contract management.
- To contribute to continuous improvement initiatives which lead to Procurement being recognised as Best in Class.

- To lead and develop peers, direct reports and stakeholders.
- To contribute to the University's vision and mission as encapsulated in the University of Lancashire Strategy 2021 – 2028.
- To contribute to the delivery of the University's Financial Strategy

## Effective Behaviours

- Timeliness
- Meeting Deadlines
- Communication and Networking
- Networking across colleges
- Ability to negotiate and influence



# Strategic Priorities

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## Priority 1: Student opportunity and success

Our main priority must be, as always, the success of our students. We'll enable them to seize every opportunity to flourish in education, at work, and for life.

## Priority 2: Lead the way in modern learning

Learning and teaching is at the heart of our mission to transform lives and enable people to achieve their full potential. That's why we combine academic excellence with real-world learning.

## Priority 3: Our people experience

We must continue to attract and retain the very best talent and enable everyone to do their best work, if we're to achieve our ambitions.

## Priority 4: Real-world research, innovation and enterprise

We'll establish ourselves as a leader in research, innovation and enterprise within the modern university sector. With our already growing reputation as a research-intensive institution, we'll be more research active.

## Priority 5: Our place in the world

As an anchor institution with a multi-campus presence, we take our responsibilities seriously. It's our duty to enrich the cultural lives of our communities and champion social progress.

## Priority 6: Future proofing the University

Our final priority is to become the exemplar in UK higher education for our regional championing of environmental awareness.

# Person Specification

Knowledge, Skills, and Behaviours	Criteria
Essential	<ul style="list-style-type: none"> <li>• Experience of delivering multiple high value/risk procurement projects using Project Management techniques (Application form &amp; Interview).</li> <li>• Experience of delivering commercial Change Management initiatives (Application form &amp; Interview).</li> <li>• Experience of negotiating contract and commercial terms (Application form &amp; Interview).</li> <li>• Commercial experience with an understanding of Total Cost of Ownership and Demand Management approaches (Application form &amp; Interview).</li> <li>• MCIPS membership (or equivalent) (Application Form)</li> <li>• Undergraduate Degree (Application Form)</li> <li>• Delivery focus with an interest in recommending and promoting innovation (Application form &amp; Interview).</li> <li>• Able to understand customer needs and offer new ideas to challenge/influence the status quo in support of the business strategy (Application form &amp; Interview).</li> <li>• Strong written and verbal communication skills appropriate for the effective performance of the role and to communicate with senior stakeholders (Application form &amp; Interview).</li> <li>• Knowledge of procurement legislation, tendering, contract management and supplier management (Application form &amp; Interview).</li> <li>• Strong commercial skills and highly developed analytical skills (Application form &amp; Interview).</li> <li>• Self-awareness, with a drive for constant self-improvement (Application form &amp; Interview).</li> <li>• Ability to analyse both financial and non-financial information to identify commercial opportunities (Application form &amp; Interview).</li> <li>• Ability to use technology such as e-sourcing; finance systems and Microsoft packages (Application form &amp; Interview).</li> <li>• Subject matter expert in respect of industry and market knowledge including networking experience relating to designated categories of spend (Application form &amp; Interview).</li> <li>• An understanding of and demonstrable commitment to the University's Values of Achieving Together, Being Proud, Creating Opportunity and Supporting All as a framework for decisions, actions and behaviours (Application form &amp; Interview).</li> </ul>

# Person Specification

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Desirable

- A mixed experience of both the private and public sector is an advantage but not essential (Application form & Interview).
- Delivery of multiple OJEU/FTS procurements (Application form & Interview).

# Rewards & Benefits

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## A place where you can thrive

If you're looking for a rewarding career where your work helps to transform lives, the University of Lancashire offers you opportunities to excel.

There are numerous opportunities for professional development here, including mentoring and coaching support for current and aspiring leaders. This is a place where you'll be given the support you need to grow, progress, realise your potential, and make a real difference to students' lives.

When you work for us, you'll be able to enjoy an excellent range of rewards and benefits, including:

### **Development Opportunities**

To ensure that you're able to continually develop your skills, knowledge and capabilities, we have a variety of in-house opportunities.

### **A healthy work-life balance**

Professional Services colleagues are entitled to 30 days annual leave, plus bank holidays and 4 additional discretionary days off over the Christmas period.

### **Financial benefits**

All colleagues are eligible to join an occupational pension scheme. There is also the opportunity to sign up to an Additional Voluntary Contribution (AVC) plan.

### **Discounted travel schemes**

Salary sacrifice scheme to help with the purchase of electric cars. Discounts on shopping and services through Vivup

### **Staff networks**

We have supported the creation of five equality, diversity and inclusion (EDI) networks which all colleagues are welcome to join. At present these are the International Staff Network, LGBT+ Staff Network, Racial Equality Network, Staff Disability Network, and Women's Network.

### **Discounted sports membership**

All colleagues on our Preston Campus can access the Sir Tom Finney Sports Centre and Sports Arena for a small monthly fee, giving you access to gym and sports facilities, plus a programme of fitness classes.

### **Support for your wellbeing**

You will have access to a range of support and resources to support your mental health and wellbeing, from trained counsellors to a faith and spirituality centre.

# Contact Us

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