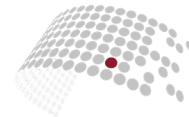




LEEDS  
BECKETT  
UNIVERSITY



CASTLEFIELD RECRUITMENT

# Head of Procurement

Recruitment Pack



# Welcome

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## Our Vision:

Our students are a diverse community with unique needs and aspirations. Teaching excellence is at the heart of our culture and academic practise, focusing on the provision of an outstanding education and experience for our students.

We are proud of our polytechnic roots, and proud to have built on our heritage as a vital source of professional, vocational, and applied learning, underpinning the social, economic and cultural life of our city and region.

We are a community of around 23,000 students from over 140 countries and 2,800 staff. Our history dates back to the founding of Leeds Mechanics Institute in 1824.

## Our Values:

**Inclusive | Teamwork | Integrity | Pragmatism | Ambition | Purposeful**

Our university values have a direct impact on everybody in our community, from colleagues with decades of service, to students having their first thoughts about studying here. Our values shape our culture, they give us clarity, consistency, and a common purpose. They help others know what to expect from us and help us to welcome new colleagues. Whether we're experiencing a period of stability or living through uncertain times, our values are a touchstone which helps to guide our interactions and decisions. Our [short film](#) explains more about how we describe our values and try to bring them to life in our behaviour.

## Leeds Beckett University Finances:

Leeds Beckett University is a not-for-profit university with the charitable purpose of advancing education for the public benefit. Surpluses are reinvested in the university for the benefit of our students and the wider community. Our vision that drives our strategic plan, is to be acknowledged for our commitment to student success, our innovation and enterprise, our global reach and our strong local impact. Our university has a strong tradition of, and continuing commitment to, providing socially inclusive and life enhancing higher education opportunities for all our students, regardless of background. We invest in annual bursary schemes and progression activities to encourage students into higher education who traditionally would not have considered this as an option. These students are further supported, as are all our students, by our academic and student support services to help them to realise their full academic potential. Our university makes a significant contribution to the regional economy. As well as a provider of high-quality graduates, we support business and the wider community through the provision of high-quality research and consultancy services. It is estimated that over £500m of economic activity within the region is dependent on the university's teaching, research, and other activity. Our most recent financial statements can be found [here](#).

## Financial Services:

Financial Services provide advice and support to the University Executive Team, Schools, and Professional Services in the development and achievement of the financial plans designed to support our strategic objectives. The most relevant strategic priorities for the university in which Financial Services play a key role are the sustainability of our finances and helping to create/ support an aligned, connected sustainable organisation. Our work is carried out within a financial control and regulatory framework, much of which is imposed on us, but this is enhanced by policies and procedures of our own design. We are also responsible for the University's financial statements which are used by external stakeholders and provide an important summary of the financial position of the University and key returns to Office for Students (Annual Financial Return and Transparent Approach to Costing return [TRAC]).

# Job Description

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## The Head of Procurement Role

Reporting to the Director of Finance, you'll provide leadership and strategic direction through the procurement process and ensure that the University maintains a best value approach to procurement in accordance with UK legislation and the University's Financial Regulations.

You'll provide a customer-focused, professionally delivered business support service to the University's students, staff, and suppliers in relation to all procurement matters. You'll advise on the most appropriate route to market, manage complex contract negotiations, champion robust supplier relationship management, and provide opportunities for suppliers to engage strategically with the University.

## Responsibilities

The Head of Procurement responsibilities are to:

- Lead the formulation and implementation of a university-wide procurement strategy that supports the University's strategic plan. Regularly review the procurement procedures and produce training and guidance notes to support their implementation
- Provide leadership and direction to the Procurement Team, including performance and development review of direct reports, ensuring that they are equipped with the required skills, up-to-date knowledge, and customer focus to deliver an efficient and effective service
- Ensure that the systems and processes underpinning the University's procurement activities are efficient, effective, and fit for purpose. Monitor their operation and embed feedback and review processes to enable continuous improvement
- Oversee all complex or high-risk procurement activities including insurance, and report the outcome of any Tender Panels to our University's Finance, Staffing and Resources Committee
- Record and report savings and other quantifiable value-added benefits to HEPA, the Audit Committee and to other internal stakeholders
- Embed economic, social, ethical, and environmental considerations into procurement activity with the aim of supporting the University's sustainability policy and strategic objectives
- Lead regular contract reviews of important agreements, introducing service level agreements and key performance indicators where appropriate. Undertake expenditure analysis reviews to identify and prioritise opportunities to deliver both immediate and longer-term cost savings
- Maintain an up-to-date knowledge and professional expertise, across the range of procurement activities, through active participation in networks across the Higher Education sector, identifying good practice and new developments for the benefit of the University. Benchmark the University's procurement procedures and systems with peer universities and other public sector organisations so as to support continuous improvement
- Develop relationships with suppliers that combine competition with co-operation and, where practical, develop contracts with suppliers that promote continuous improvement and benefit sharing
- Work with university consortia and other public sector organisations to promote collaborative procurement through participation in regional and national initiatives
- Function as a catalyst for the development of best practice across the University. Encourage the sharing of information and collaboration between Resource Centres on procurement matters. Establish a recurrent procurement training programme and deliver to all relevant Resource Centre staff
- Provide management information and regular reports to internal stakeholders, including analysing markets and spend to develop category strategies and presenting an annual procurement report to the University's Audit Committee

# Job Description

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- Organise and attend Senior Management Tender Panels for the consideration of contracts in excess of £100,000
- Support the raising of orders and goods received notes within all Resource Centres including processing orders and goods received notes in the Agresso system; liaising and providing information to staff within Resource Centres; dealing with queries and correspondence relating to orders and purchase invoices; and assisting in obtaining quotations on goods and services to obtain best value
- Ensure Freedom of Information and Request for Information are answered on a timely basis, ensuring commercial information is not compromised.

The post holder is bound at all times to observe the strict rules of confidentiality applicable to work in Financial Services.

## Success Criteria

Our Success Criteria will help you to understand the essential Qualifications, Skills, Experience and Knowledge you will need to be successful in this role.

- Qualified member of the Chartered Institute of Purchasing and Supply, or working towards full qualification
- Extensive procurement experience across a broad range of goods and services, with a strong track record of delivering savings and other quantifiable benefits
- A successful track record of developing and implementing e-Procurement systems and process improvements
- Able to demonstrate detailed knowledge and expertise relating to practical procurement within a public sector setting. Exposure and understanding of the key changes coming up with the procurement act which is due to be released in Feb 2025

## Personal Attributes

### Planning & Organisation

- A successful track record in delivering projects and services on time and to a high standard including the ability to scope out a project, manage timescales and resources as appropriate

### Service Delivery

- A commitment to the delivery of a professional and business focused customer service across all aspects of Financial Services activity, seeking feedback to identify customer needs and taking responsibility for adapting service delivery accordingly

### Teamwork

- Proven ability to work as part of a team, making an active contribution to collaborating flexibly with colleagues within and across teams and supporting/leading others as appropriate to achieve shared goals

### Communication

- Well-developed communication and interpersonal skills including a proven ability to persuade, influence and establish effective working relationships with a range of managers and stakeholders

### Creativity & Innovation

- Ability to demonstrate innovation thinking and a creative approach to problem solving

# Job Description

| School/Service                        | Financial Services                                                  |
|---------------------------------------|---------------------------------------------------------------------|
| Section                               | Procurement                                                         |
| Job Title                             | Head of Procurement                                                 |
| Grade                                 | 9                                                                   |
| Post to which directly responsible to | Director of Finance                                                 |
| Direct reports                        | Procurement Manager<br>Category Manager<br>Insurance & Risk Manager |

## Purpose of Job

To provide leadership and strategic direction through the procurement process and ensure that the University maintains a best value approach to procurement in accordance with UK legislation and the University's Financial Regulations.

To provide a customer-focused, professionally delivered business support service to the University's students, staff, and suppliers in relation to all procurement matters.

To advise on the most appropriate route to market, manage complex contract negotiations, champion robust supplier relationship management, and provide opportunities for suppliers to engage strategically with the University.

## Responsibilities

- Lead the formulation and implementation of a university-wide procurement strategy that supports the University's strategic plan. Regularly review the procurement procedures and produce training and guidance notes to support their implementation
- Provide leadership and direction to the Procurement Team, including performance and development review of direct reports, ensuring that they are equipped with the required skills, up-to-date knowledge, and customer focus to deliver an efficient and effective service
- Ensure that the systems and processes underpinning the University's procurement activities are efficient, effective, and fit for purpose. Monitor their operation and embed feedback and review processes to enable continuous improvement
- Oversee all complex or high-risk procurement activities including insurance, and all those conducted under the Public Contract Regulations 2015 and report the outcome of any Tender Panels to our University's Finance, Staffing and Resources Committee
- Ensure that the University's Financial Procedures and the Public Contract Regulations 2015 are strictly applied across the University. Monitor and ensure adherence to all other UK legislation applicable to public sector procurement

# Job Description

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- Record and report savings and other quantifiable value-added benefits to HEPA, the Audit Committee and to other internal stakeholders
- Embed economic, social, ethical, and environmental considerations into procurement activity with the aim of supporting the University's sustainability policy and strategic objectives
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*The post holder is bound at all times to observe the strict rules of confidentiality applicable to work in Financial Services.*

## Equal Opportunities

We are committed to providing a non-discriminatory and harassment-free working environment for our employees. All our employees are expected to have due regard for those policies when performing their duties.

## Health and Safety

You will maintain a positive attitude to Health and Safety in carrying out personal responsibilities and co-operate with Health & Safety policy/local rules/Codes of practice relating to Health and Safety.

## Relationships

The post holder will be responsible to the Director of Finance.

# Job Description

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## Terms & Conditions

Terms & Conditions of Service are as determined by the Vice-Chancellor for Support staff (within a framework set by the Board of Governors) and will have regard to any national recommendations arising from negotiations between the Universities and Colleges Employers Association (UCEA), and the recognised trade unions in so far as these are adopted by the Board / Vice-Chancellor.

Salary is currently within Grade 9 (£56,921 to £67,757). On appointment staff will normally be placed on the first point of the substantive grade for the post. Appointment above this will only be on an exceptional basis and subject to approval in line with our University's Pay Policy.

Annual leave entitlement is 38 days.

Hours of work per week = 37.

## Probationary Period

Appointment to this position may be subject to a probationary period of up to 12 months, in line with our probationary policy. A copy of our probationary policy is available on our website or on request from Human Resources.

## Pre-employment Health Assessment

Our University aims to ensure that all employees are placed in a job that is compatible with their health and physical abilities. In accordance with the Equality Act, questions relating to health are asked following an offer of appointment. All offers of appointment are subject to pre-employment health assessment.

## Qualifications

In accordance with our pre-employment processes, it is University policy to verify qualifications for successful candidates. We will need evidence of those qualifications required by the employee specification and claimed on the application form.



## Purpose

To make a positive and decisive different to people, organisations and communities through excellent education, research, and service.

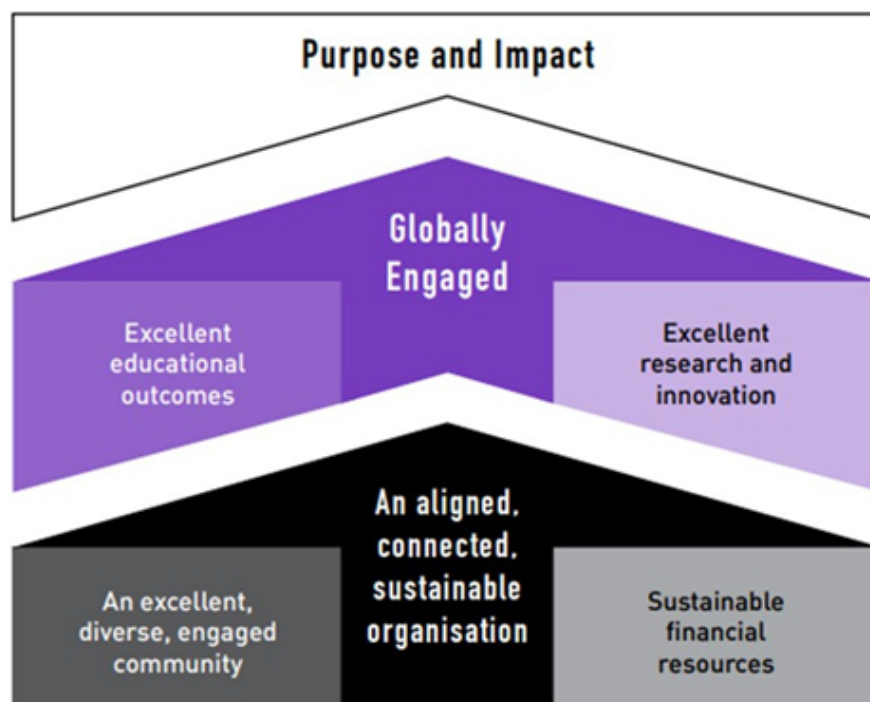
## Impact

Sustainable social, economic, and cultural benefit for the communities we serve.

## Our Values

Inclusive, Teamwork, Integrity, Ambition, Pragmatism, Purposeful

## Our Strategic Aims





# Working With Us

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## **What can you expect from a career with Leeds Beckett University?**

The Head of Procurement is a permanent position working 37 hours a week, based on our Headingley Campus. In this role we offer hybrid and flexible working, so you can be confident you will be able to manage your work life balance when you work with us.

In addition to a competitive salary, we give you 38 days annual leave, bank holidays and 3 closure days over the festive period. A total of 49 days a year.

We offer membership of a Local Government Pension scheme, Teachers Pension Scheme or USS scheme, dependent on your role and circumstances. Additional details of the schemes are available on their website pages and will be provided during the offer process.

Occupational Maternity/Adoption and Shared Parental Leave is available to our colleagues (subject to meeting the conditions)

Onsite Gym Facilities – with memberships for our colleagues, that let you take part in activities at the Carnegie Sports Centre, Headingley Campus and City Campus Gym. They offer traditional gyms, fitness classes, swimming, athletics track, sport courts and pitch bookings, social sport and discounts on lifestyle course.

Car Parking is available at our Headingley campus for staff.

And in addition, we offer a range of Benefits and Discounts through our partners, as part of our overall benefits package.



# Working With Us

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## Your Growth and Development

We pride ourselves on providing you with interesting opportunities and valuable support to equip you to thrive and fulfil your potential whilst working at Leeds Beckett. We have a range of development opportunities to stretch and support you at different stages of your career. Whatever you do at Leeds Beckett and whatever you aspire to, your Performance and Development Review is your time to have a meaningful conversation. It's an opportunity to make a difference to your world at work.



## Our Wellbeing Commitment

We know that working and studying in a mentally healthy community supports us all to attain good wellbeing, feel happier, have clarity of purpose, and meet our goals. Our background, experiences, environment, and relationships can all affect our mental health, and mental health in turn affects all parts of our lives – how we feel, function, and interact with other. We are all unique, as are our experiences and needs. To achieve a whole university approach to wellbeing that is meaningful for the whole community, we will create an inclusive and understanding environment that values and listens to all voices.

## Equality, Diversity, and Inclusion

Equality, Diversity and Inclusion is integral to our culture and at the core of how we work with all members of our community.

Leeds Beckett University is proud to be a [Stonewall Diversity Champion](#) and a [Disability Confident Employer](#).

The University holds an [Athena Swan Bronze Award](#) for gender equality as well as the Bronze Award within [Advance HE's Race Equality Charter](#).

## Join Our Community

We actively encourage our colleagues to explore what is happening across the university community and to come along to talks and events within the schools.

Working on Campus keeps all of us connected with the wider university and the amazing teaching that is delivered every day. We have state of the art buildings on our city campus, whilst Headingley is more traditional with lovely green spaces and sport facilities that we can all enjoy.

Our Campus locations offer a range of facilities including Beckett Food and you can get your hands on a reward card to enjoy loyalty rewards and access exclusive offers.

If you join us, you can enjoy our campus locations alongside our students.



For further information and details of how to apply, please visit:

Applications should be made via email to [maia.oreilly@castlefieldrecruitment.com](mailto:maia.oreilly@castlefieldrecruitment.com)

Please read our application guide to ensure that you have the best chance for success. You can find the guide [here](#).

Thank you for your interest in working with us at Leeds Beckett University.



# Contact Us

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Senior Consultant

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**Castlefield Recruitment**

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Leeds

LS1 2HL

[www.castlefieldrecruitment.com](http://www.castlefieldrecruitment.com)

# Employee Spec

|                   |                            |                |
|-------------------|----------------------------|----------------|
| <b>Post Title</b> | <b>Procurement Manager</b> | <b>Grade 9</b> |
|-------------------|----------------------------|----------------|

| <b>Qualifications, Skills, Experience &amp; Knowledge</b>                                                                                                                                                                                                                           | <b>Essential</b> | <b>Method of Assessment</b><br>(Application/Interview/Test/Other) |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-------------------------------------------------------------------|
| Qualified member of the Chartered Institute of Purchasing and Supply.                                                                                                                                                                                                               | Y                | Application                                                       |
| Extensive procurement experience across a broad range of goods and services, with a strong track record of delivering savings and other quantifiable benefits.                                                                                                                      | Y                | Application/Interview                                             |
| A successful track record of developing and implementing e-Procurement systems and process improvements.                                                                                                                                                                            | Y                | Application/Interview                                             |
| Able to demonstrate detailed knowledge and expertise relating to practical procurement within a public sector setting (including an in-depth knowledge of contract law and the Public Contract Regulations 2015).                                                                   | Y                | Application/Interview                                             |
| <b>Performance Attributes</b><br>Please note that all the following criteria are <b>essential</b> .                                                                                                                                                                                 |                  | <b>Method of Assessment</b><br>(Application/Interview/Test/Other) |
| <b>PLANNING &amp; ORGANISATION</b><br>A successful track record in delivering projects and services on time and to a high standard including the ability to scope out a project, manage timescales and resources as appropriate.                                                    |                  | Application/Interview                                             |
| <b>SERVICE DELIVERY</b><br>A commitment to the delivery of a professional and business focused customer service across all aspects of Financial Services activity, seeking feedback to identify customer needs and taking responsibility for adapting service delivery accordingly. |                  | Application/Interview                                             |
| <b>TEAMWORK</b><br>Proven ability to work as part of a team, making an active contribution to collaborating flexibly with colleagues within and across teams and supporting/leading others as appropriate to achieve shared goals                                                   |                  | Application/Interview                                             |

# Employee Spec

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|                                                                                                                                                                                                                          |                           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| <b>COMMUNICATION</b><br>Well-developed communication and interpersonal skills including a proven ability to persuade, influence and establish effective working relationships with a range of managers and stakeholders. | Application/<br>Interview |
| <b>CREATIVITY &amp; INNOVATION</b><br>Ability to demonstrate innovation thinking and a creative approach to problem solving.                                                                                             | Application/<br>Interview |