

**Job Description**

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| Job Title: | SparkFund Procurement Support Officer |
| Faculty/Department: | Research and Enterprise |
| Reporting to: | SparkFund Programme Manager |
| Duration: | Fixed term  |
| Job Family:  | Administration |
| Pay Band: | 5 |
| Benchmark Profile: | Administrator Band 5 |
| DBS Disclosure requirement: | N/A |
| Vacancy Reference: | AE0139 |

**Details Specific to the Post**

1. **Background and Context**

The University of Hull has established a Central Team to facilitate the delivery of a 3-year initiative which is designed to target growth SMEs in Local Enterprise Partnership priority sectors to improve their productivity and enhance their competitiveness. The Central Team is funded through the European Regional Development Fund (ERDF) under the European Structural and Investment Funds (ESIF) programme for England 2014-2020. The team manages the full life cycle of three ERDF schemes as follows:

* Humber & North Yorkshire Innovation Voucher Scheme;
* Humber & North Yorkshire Grants for Research and Development Scheme;
* Humber & North Yorkshire Low Carbon Grants for Research and Development Scheme.

These schemes are collectively known as the SparkFund Programme. SparkFund activity takes place across the York, North Yorkshire and East Riding Enterprise Partnership (YNYER EP) and Humber Local Enterprise Partnership (Humber LEP) areas and is a programme of grant funding to Small businesses (SMEs) in the target areas to enable them to undertake innovation or Research & Development activities.

The Procurement Support Officer will work to closely with the beneficiary SMEs and the SparkFund Central Team to ensure the efficient and effective delivery and administration of the procurement related to awarded grants.

The Central Team comprises the Programme Manager, three Innovation Managers, 2 FTE Finance / Audit Officers and one Administrative Support Officer.

The Programme Manager and Finance & Audit officers, alongside the procurement function, will provide strategic direction and coordination to ensure efficient and effective procurement of goods and services by beneficiary SMEs which must meet legislative requirements, minimises commercial risk to the SMEs by enabling them to achieve best value whilst operating within the requirements of public procurement requirements.

**2 Specific Duties and Responsibilities of the post**

Directly responsible to the SparkFund Programme Manager, the role of SparkFund Procurement Support Officer is a key role in SparkFund team. The post holder will oversee the day to day workload of the procurement activity on behalf of the SMEs we are supporting whilst ensuring compliance with legislation, policies, procedures and service levels.

The main purpose of the SparkFund Procurement Support Officer role is to provide a direct contribution to the delivery of the SparkFund programme as set out by the Programme Manager whilst ensuring that the beneficiary SMEs receive a proactive procurement service that ensures best values for them and the SparkFund programme.

The post holder will be responsible for maximising the effectiveness and efficiency of the in terms of operational service activities, through the implementation of and improvements in processes.

In particular, the post holder will look to:

* Ensure compliant administration and record keeping for all procurement exercises
* Provide day to day procurement support for beneficiary SMEs in accordance with procurement policies, procedures and SparkFund Grant Funding agreements.
* Facilitate value for money procurement across the programme.
* Maximise the effectiveness and efficiency of the procurement activities undertaken by the SME’s.

The post holder will be responsible for ensuring:

* Assist in the Implementation of the aims of the SparkFund Programme.
* Integrated and seamless service delivery.
* High levels of customer care, communication and feedback.
* Efficient deployment of resources.
* Compliance with legislation.
* The beneficiary SMEs receive a responsive proactive procurement support service.
* The effectiveness and efficiency of procurement service activities is maximised.
* Procurement actions optimise the economies of scale and best value for the beneficiary SMEs.

The post holder will also be responsible for assisting in developing and implementing robust processes and procedures to ensure that operational activities are carried out in a structured, professional and customer focused manner. Stakeholder feedback will be used to evaluate the effectiveness of services provided.

Providing a proactive, responsive procurement support service to all customers is key, as well as establishing, promoting and maintaining effective relationships.

**GENERIC JOB DESCRIPTION**

The job duties and responsibilities listed below are intended to describe the general nature of the role. The duties and responsibilities and the balance between the elements in the role may change or vary over time depending on the specific needs at a specific point in time or due to changing needs in the department. Candidates should note that there may not be an immediate requirement to carry out all the activities listed below.

**Overall Purpose of the role**

* The role holder:
	+ Will have practical working knowledge of the systems, processes and procedures across a section or area of work
	+ Will plan and prioritise elements of their work and be expected to meet defined objectives under the guidance and instructions of the Programme Manager
	+ As part of the role you will be expected to contribute to developments within the department such as implementing improvements to working methods
	+ Manage and develop the transactional elements of the programme to act as an enabler for the SMEs strategic planning
	+ Develop and learn from the central SparkFund Team a broad understanding of a wide range of activities. This knowledge will be gained through practical experience and/or through formal instruction.
* The work requires the use of initiative and judgement on how to address and resolve problems with minimal guidance and instructions from senior colleagues.

**Main Work Activities**

**Communication**

* Support senior staff members and Beneficiary SMEs in agreeing procurement specifications and delivery of goods and services in line with SparkFund Grant Funding Agreements.
* Follow and ensure compliance with the appropriate legislation and funding procedures.
* Distribute procurement documentation to internal and external community as appropriate

**Teamwork**

* Develop and promote a good working relationship with all members of the SparkFund team and its extended community.
* Adopt a partnership approach with the procurement team to generate improved efficiencies within the transactional processes.

**Liaising and Networking**

* Establish, promote and maintain effective relationships, and work collaboratively, with staff across the university, at all levels, and with external organisations, in order to deliver a Procurement Service.

**Service Delivery**

* Support the Programme Manager in the day to day management of the SparkFund objectives. Provide proactive, responsive procurement services in terms of required purchases using the defined project Procurement systems
* Undertake mini competitions within established frameworks agreements under the guidance of the Programme Manager.
* Respond proactively to customer enquiries
* Issue stakeholder feedback as and when required
* Expedite purchase orders on a regular basis and deal with any invoice queries in the University’s Procurement system on a daily basis
* Undertake a continual review of systems and procedures being utilised and identify any areas where efficiency or effectiveness can be improved
* Manage day-to-day procurement activities within the programme for which you are responsible to ensure best practice is adopted at all times.
* Support the Programme Manager in regular contract reviews with the university’s contracted suppliers and help ensure contracts deliver against requirements and continually improve.
* Under the guidance of the Programme Manager, ensure compliance with all legislative and statutory requirements in order to comply with the university’s policy and regulations and the requirements of our funding agreement.

**Planning & Organisation**

* Support the Central SparkFund team with the utilisation of the procurement system and identify any potential training gaps to a senior member of the procurement team
* Ensure that all activities undertaken are managed and prioritised in a demonstrable way

**Analysis/Data Inputting**

* Record savings and benefits achieved on a monthly basis under the benefits methodology framework
* Undertake reporting to support the decision making of the category Manager in developing and managing the category plan with key stakeholders and the Head of Procurement
* Manage the data and reporting in order to provide analysis on the performance of suppliers to stakeholders internally and externally.
* The collation and summarising of tender responses

### Additionally the post holder will be required to:

* Fulfil the employees’ duties described in the University’s health and safety policies and co-operate with the health and safety arrangements in place within the department. May be required to undertake specific health and safety roles on request e.g. Display screen equipment assessor, departmental safety officer, fire warden
* Show a commitment to diversity, equal opportunities and anti-discriminatory practices This includes undertaking mandatory equality and diversity training
* Comply with University regulations, policies and procedures

**COMPETENCY SPECIFICATION**

To fulfil your role, you will need certain knowledge, skills and competencies. The following competency specification provides a framework within which your performance will be assessed. The interview assessment may include, for example, testing on IT skills.

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| **The Competencies set out below are essential and are core requirements** needed to perform the role and any candidate who fails the requirement will not be taken forward for further assessment or to interview. | **Identified by** |
| **Knowledge and Experience**A good understanding of the areas affecting companies | **Application/Interview** |
| **Knowledge and Experience**Can demonstrate and has experience of working with Public Procurement Regulations  | **Application/Interview** |
| **Knowledge and Experience**Can demonstrate the ability to use a broad range of products from the Microsoft Office suite and have the ability to learn new systems and software. | **Application/Interview** |
| **Knowledge and Experience**Degree level qualification/working towards | **Application/Interview** |
| **Knowledge and Experience**Has an active approach to continuing professional development/undertaking training as appropriate for personal and professional development? | **Application/Interview** |
| **Communication (Oral)**Can demonstrate the ability to exchange basic information promptly and in a courteous and effective manner to students, colleagues, line managers and external contacts. | **Application/Interview** |
| **Communication (Written)**Can demonstrate the ability to provide information in a suitable format so that the others’ needs are met and adjusts the level of content to help others understand. | **Application/Test** |
| **Teamwork and Motivation**Can demonstrate the ability to delegate work to others and/or help to build co-operation to deliver team results. | **Application/Interview** |
| **Liaison and Networking**Can demonstrate the ability to work with others outside the immediate area to ensure that accurate information is passed on promptly to the most appropriate people to improve working practices. | **Application/Interview** |
| **Service Delivery**Has knowledge and understanding of services available to users of this and related areas of work and ensures that the experience of each customer is positive and satisfactory. | **Application/Interview** |
| **Planning and Organisation**Can demonstrate the ability to create realistic plans to achieve own deadlines and objectives. Monitors progress of self and/or others and can prioritise tasks/activities effectively. Suggests ways of improving working practices and use of resources. | **Application/Interview** |
| **Initiative and Problem Solving**Can demonstrate the ability to use initiative to recognise problems and offer solutions. | **Application/Interview** |
| **Analysis/Reporting**Can demonstrate the ability to identify and use a range of data, with the ability to combine various data types to produce reports and perform basic analysis.  | **Application/Interview** |