



Job Description



Summary

Job title	Deputy Director of Purchasing (Estates)
Division	University Administration and Services
Department	Purchasing Department, Finance Division
Location	Hythe Bridge Street / Tidmarsh Lane, Oxford
Grade and salary	Grade 10: £61,198 - £70,918 per annum (discretionary to £77,476)
Hours	Full time
Contract type	Permanent
Reporting to	Director of Purchasing
Vacancy reference	168572

The role

This is a new role, bringing together for the first time all estates spend categories under one team, including energy procurement, hard & soft facilities management, asset & space management, and major capital projects.

Working with the Estates Services Senior Management Team, the post-holder will define a new estates purchasing strategy, ensuring alignment to the overarching University Purchasing Strategy and Estates Strategy, covering a complex and diverse portfolio of expenditure. The post-holder will be accountable for monitoring the resulting effectiveness of the strategy to enable continuous improvement over time.

The post-holder will provide leadership, coaching and direction (including the setting of clear targets) to the Purchasing Department (Estates Team), to further embed and promote category management and supplier relationship management strategies across all estates categories of University expenditure, ensuring supporting processes and methodologies are efficient, reflect appropriate best practice, leverage spend to achieve value for money and appropriately manage risk.

The post-holder will need to develop excellent working relationships with key stakeholders and customers in order to ensure alignment of strategies and continuous improvement initiatives to the University's wider strategic objectives.

The post-holder will be responsible for overseeing and leading complex procurements, including novel requirements such as major first generation outsourcing programmes, and continuously improving team practices on wider project procurements to ensure risk is managed and sustainable savings are delivered.



The post-holder will act as an expert in the latest developments in relevant procurement policy, and ensure policies are reflected back into estates category management, supplier relationship management and project procurement practices.

We welcome applications from all sections of the community. We aspire to build a truly diverse community which values and respects every individual's unique contribution.

Responsibilities

Procurement Strategy, Policy & Process

- Define the Estates Purchasing Strategy, working with the Director of Purchasing, Estates Services Senior Manager Team and senior divisional officers to ensure alignment with the overarching University's Procurement Strategy, Estates Strategy, wider Strategic Plan and priorities of senior stakeholders.
- Prepare annual implementation plans including quantified targets (seeking input and approval from appropriate University committees and stakeholders) to deliver the University's Estates Purchasing Strategy, ensuring appropriate management of all third party estates categories across the University (in excess of £150m per annum), including energy procurement, hard & soft facilities management, asset & space management, and major capital projects. Monitor the progress against, and effectiveness of, such plans to ensure they remain fit for purpose and reflective of continuous improvement opportunities.
- Horizon scan and maintain relationships external to the University to ensure that continuous improvement opportunities and changes in legislation and policy (including sustainability) are reflected back into category management, supplier relationship management and project procurement practices (processes, templates and guidance) and align to and support the University's Estates Strategy.
- Foster productive working relationships with other Higher Education purchasing professionals within the estates category including:
 - Representing the University in sector wide consortia meetings;
 - Evaluating sector wide deals for potential adoption by the University; and
 - Participating in sector wide negotiations with key strategic suppliers.
- Working with the Director of Purchasing and the Deputy Director of Purchasing (Non-Estates) embed the priorities from the University's Environmental Sustainability Strategy into purchasing initiatives across the Purchasing Department (with particular focus on estates spend categories) and wider University.

Leadership & Management

- Provide leadership, coaching and direction to the Purchasing Department (Estates Team) (covering category management, supplier management and project procurement).
- Act as internal expert on all aspects of estates procurement policy and practice and lead on development of training and other staff development initiatives (where relevant, with the Deputy Director of Purchasing (Non-Estates)) to the Purchasing Department and wider estates stakeholders to ensure skill sets are maintained and enhanced, and to promote retention and internal succession planning.
- Manage direct reports by providing clear objectives (aligned to the agreed annual implementation plan), conduct appraisals, agree development plans and ensure that training plans are completed. Champion ongoing professional development within the team.
- Act as a coach and mentor, providing guidance and support when required.
- Periodically review the procurement services being provided to Estates Services, and refine approaches and priorities to ensure a high quality service is delivered.

Category Management & Supplier Relationship Management

- Working collaboratively with stakeholders to design step-change improvements to the estates supply base, and refine to meet emerging needs and market developments. Lead the establishment of category management strategies in line with the target supply base.

- Provide leadership and guidance to the Purchasing Department in the formation of cross departmental / divisional estates working groups.
- Challenge and quality assure category management strategies and plans developed by team members to ensure the optimum balance of savings, quality, efficiency and risk management, and to ensure that implementation plans are achievable.
- Ensure that appropriate planning and reporting is established to monitor whether category management and supplier relationship management outcomes are being delivered as planned, and provide coaching/challenge to rectify slippage.
- Design and implement a supplier relationship management programme covering all estates spend categories with the aim of maximising the value from the University's preferred and strategic suppliers. Ensure it is successfully implemented by building strong relationships with suppliers at a senior level.
- Develop supporting processes and methodologies to systemise best practice in category and supplier management, ensuring alignment with other teams in the Purchasing Department (including, for example, the capture of market knowledge, supply chain risk analysis, business continuity planning).

Project Procurement

- Oversee, challenge and quality assure high value/high risk purchasing strategies developed by internal team members and external professional teams to promote value for money, appropriate risk management, early engagement of departments and wider commercial considerations (e.g. make or buy, total cost of delivery).
- Lead complex and novel procurements and contractual/commercial negotiations, including (for example):
 - a new major outsourcing programme in respect of the University's repairs, maintenance and statutory compliance programme or work; and
 - procurements to secure sustainable energy supply (such as power purchase agreements).
- Maintain oversight of the procurement activity in respect of the Capital Projects Programme, supporting the Senior Purchasing Manager (Capital Projects) as required.
- Promote delegation of transactional procurement activity to stakeholders where appropriate, to appropriately balance risk and efficiency.
- Deliver expert guidance, advice and support to members of the Purchasing Department in tendering, negotiation, contract drafting and contract management.
- Quality assure the procurement processes and contracts of team members for lower value/complexity projects (to enable sign-off where required by the Director of Purchasing).

Communications & Reporting

- Build strong relationships with senior departmental and divisional stakeholders, to ensure procurement pipelines are developed, procurement strategies are influenced, procurement needs are met and to secure adoption of procurement initiatives.
- Represent the Purchasing Department at University committee, sub-committees and review group meetings (as delegated by the Director of Purchasing).
- Oversee the development and maintenance of accurate and timely departmental reporting to ensure the performance of the Purchasing Department can be accurately assessed, and to facilitate information requests on the delivery of value for money to University committees.
- Take ownership of monthly KPI reporting and ensure the information is communicated to all relevant departments/divisions/committees and acted upon within the Purchasing Department.

Any other duties that may be required from time to time commensurate with the grade of the position.

Selection criteria

Essential selection criteria

- Proven experience of procurement leadership with an ability to ensure a high quality procurement service is delivered.
- Substantial experience of leading novel and complex procurements, including negotiating high value (multi-million pound)/complex commercial and contractual arrangements in complex cross-functional environments.
- Significant senior level experience in the execution of multi-million pound category management and supplier relationship management programmes (ideally within estates spend categories) which deliver value for money outcomes.
- Experience of building effective stakeholder relationships, including at a senior level (for example, to ensure alignment of purchasing strategies with wider organisational objectives, and to achieve high adoption of purchasing initiatives).
- Proven management and teamwork skills, especially in communicating with, and developing other staff (including coaching and mentoring).
- High levels of personal effectiveness, particularly co-ordination, organisation and the ability to focus on achieving deadlines - defining implementation/project plans for a complex portfolio of tasks, resourcing to ensure these can be delivered and establishing appropriate reporting to measure progress/performance.
- Strong oral and written communication skills and experience of using these skills to present at and contribute to 'board level' committees.
- Experience of designing, documenting and maintaining purchasing guidance, processes, templates and training, and leading change programmes to ensure adoption.
- Commitment to promoting awareness and understanding of equality, diversity and inclusion (EDI), and embedding these principles in your own interactions and more broadly among other team members.
- Degree educated, relevant post-graduate qualification (e.g. CIPS, MBA) or equivalent experience.

Desirable selection criteria

- Experience of negotiating and managing standard form estates contracts (e.g. JCT, NEC).
- Experience of first generation outsourcing programmes.
- Experience of energy procurement and negotiating power purchase agreements.

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments to support you.

Please read the candidate notes on the University's pre-employment screening procedures at:

<https://www.jobs.ox.ac.uk/pre-employment-checks>

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners

across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit www.ox.ac.uk/about/organisation.

Finance Division

The Finance Division is responsible for providing advice and information on financial matters affecting all departments, divisions and subsidiary companies of the University of Oxford. Our mission is to provide sound financial advice and timely information to academics, researchers, administrators and other stakeholders. For more information please visit: <https://finance.admin.ox.ac.uk/>

University Administration and Services

The central administrative sections of the University are collectively called University Administration and Services (UAS). UAS comprises structures to:

Support the University's core academic purposes of teaching, learning and research

Ensure the University can meet the requirements of government, funding bodies and other external agencies

Facilitate the attainment of the objectives set out in the [University's Strategic Plan](#).

UAS comprises University-wide functions, encompassing the key areas of academic administration, research services, finance, personnel, estates, IT services and external affairs as well as a number of other functions. Further information about the work of each section, together with contact details and the profiles of the head of each section, can be found on the [UAS sections page](#).

How to apply

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants)

Please upload all documents as **PDF files** with your name and the document type in the filename.

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

If you need help

Application FAQs, including technical troubleshooting advice is available at:

<https://staff.web.ox.ac.uk/recruitment-support-faqs>

Non-technical questions about this job should be addressed to the recruiting department directly:

uashr@admin.ox.ac.uk

To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82** of 30 September before the 70th birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>.

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See <https://hr.admin.ox.ac.uk/staff-benefits>

University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and <https://www.sport.ox.ac.uk/>.

Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See <https://welcome.ox.ac.uk/>

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependants. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See <https://hr.admin.ox.ac.uk/my-family-care>

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries.

For full details, including how to apply and the costs, see <https://childcare.admin.ox.ac.uk/>

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see <https://edu.admin.ox.ac.uk/disability-support>

Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at <https://edu.admin.ox.ac.uk/networks>

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.

Oxford Research Staff Society (OxRSS)

A society run by and for Oxford University research staff. It offers researchers a range of social and professional networking opportunities. Membership is free, and all researchers employed by Oxford University are welcome to join. Subscribe at researchstaff-subscribe@maillist.ox.ac.uk to join the mailing list to find out about upcoming events and other information for researchers, or contact the committee on committee@oxrss.ox.ac.uk. For more information, see www.ox.ac.uk/oxrss, Twitter @ResStaffOxford, and Facebook www.facebook.com/oxrss.