

Summary

Job title	Purchasing Officer
Division	UAS
Department	Estates Services, Direct Labour Organisation
Location	DLO Main office 1a South Parks Road, Oxford or another central Oxford location
Grade and salary	Grade 4: 27,838 - 31,459 per annum
Hours	Full time (36.5 hours)
Contract type	Permanent
Reporting to	Admin Manager
Vacancy reference	176593
Additional information	The role is intended to be a generic Job Description and, whilst this role is initially to support the DLO, we reserve the right to request the role holder to undertake these duties for other teams within Estates Services

The role

To work within the Engineering Operations Team and be responsible for purchasing low value high turnover items for the technical services teams ensuring all orders are processed in line with University financial regulations.

Responsibilities

- Action purchase requisitions after ensuring appropriate coding and approvals are in place
- Monitor supplier performance and track orders to ensure timely deliveries of the correct items
- Ensure all orders are processed in line with the agreed SLAs and KPIs
- Working with the Admin manager and end users to identify and make improvements to the Purchase Order System and processes
- Work with Estates procurement team to bring new purchasing contracts on stream
- Occasional processing and payment of urgent requests
- Produce weekly/monthly reports on status of current requisitions/orders
- Monitor stock levels and place orders as needed
- Work with the suppliers to ensure all PO's are received and actioned as required
- Ensure supplier pricing across the system is correct



- Support the technical services team with queries
- Plan, organise and manage workload to ensure all team deadlines are met
- Resolve queries in a professional and efficient manner

Any other duties that may be deemed appropriate to this role

Compliance

- Be fully conversant with University financial regulations in relation to the role and ensure all transactions are compliant.
- Keep records of all plant and tool purchases liaising with relevant manager to ensure items that require future testing, calibration, HAVS calculations etc. are asset tagged and uploaded into Planon PPM schedules via the Planon system Admin Team prior to release, and maintain staff tool allocation records

Administration

- Maintain supplier and product information and circulate as requested. Create and maintain spreadsheets and other data bases as required e.g. uniform ordering and allocation in accordance with procedures and approval criteria to meet agreed SLA's
- Ensure procedures for area of responsibility are kept up to date, and writing new procedures when processes change, in conjunction with the Admin manager
- When required provide general office admin duties, including but not limited to photocopying, printing, scanning, filing, laminating, binding, answering calls and taking messages and distribution of incoming post.

Financial Support

- As first point of contact for purchasing: identify faults & issues with products. Provide advice in respect to purchasing activities e.g. COSHH orders and monitor suppliers to ensure ongoing good value for money, timely delivery of parts, quality and escalate issues as appropriate, offering advice on alternative suppliers.
- Support the wider Engineering Operations team with financial processes to include managing open PO reports, year end reconciliation
- Once PO's have been raised and orders placed via supplier websites ensure relevant systems are updated with relevant scripts to provide customer updates and paperwork is filed in accordance with procedures to enable tradesman to anticipate parts arrival in order to achieve the SLA response target, currently 3 days. Once parts delivered receipt goods as per procedures and interrogate errors to assist with invoice processing.

Ad Hoc

- Carry out such other duties as required which are consistent with the nature, responsibilities and grading of the post.

Selection criteria

Essential Selection criteria

- Computer literate and working knowledge of MS office suite
- Experience of finance admin workflows
- Excellent organisational skills, with good attention to detail, with the ability to identify competing tasks and to prioritise work
- Good communication (written and oral) and excellent interpersonal skills. Ability to liaise with customers in a clear, professional and competent manner, ensuring that customers are kept informed of delays to requests and in accordance with Estates Services customer service excellence ethos.
- Experience in working with information systems.
- Experience of administration with willingness to be flexible, adaptable and responsive to changing business and operational needs; willing to undertake training as required. Ability to remain calm in pressured situations.
- Able to work independently, with minimum supervision, and a willingness to resolve situations, as well as knowing when to refer issues to others.
- Ability to understand facility management issues, and estates working procedures.

Desirable selection criteria

- Experience of help desk/customer management systems
- Experience of working in an HE Institution or within a service industry environment
- Experience of using Oracle Financials and / or Planon

Pre-employment screening

All offers of employment are made subject to standard pre-employment screening, as applicable to the post.

If you are offered the post, you will be asked to provide proof of your right-to-work, your identity, and 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 so that we can discuss appropriate adjustments with you), and a declaration of any unspent criminal convictions.

We advise all applicants to read the candidate notes on the University's pre-employment screening procedures, found at: www.ox.ac.uk/about/jobs/preemploymentscreening/.

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. Income from external research contracts in 2016/17 exceeded £564m and we rank first in the UK for university spin-outs, with more than 130 companies created to date. 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.

Estates Services

Estates Services is responsible for the management and strategic direction of Oxford University's functional and commercial estate within Oxfordshire. This comprises some 450 buildings and the infrastructure associated with them.

Estates Services has a broad and diverse remit covering:

- Development of the University's Estate Strategy
- Management of the University's functional estate (which includes laboratory and teaching facilities, offices, museums, and libraries) and housing for graduate students and staff;
- Facilities Management for a growing number of University buildings
- Management of the University Parks and Wytham Woods
- Management of the University's commercial, agricultural and residential land and property assets
- The development of all capital building projects, running at around £60m - £90m per annum
- Repairs and maintenance of buildings and infrastructure (except IT and Telecoms)
- Programmes of refurbishment, replacement and minor works
- Reactive maintenance via the Helpdesk
- Environmental sustainability
- Space management and maintenance of space and property records
- Maintenance of a safe and secure physical environment for staff, students and visitors by Security Services.

For more information please visit: <http://www.admin.ox.ac.uk/estates>

Direct Labour Organisation

The Direct Labour Organisation (DLO) headed up by the Head of DLO employs about 35 tradesmen of varying disciplines. These include mechanical fitters, plumbers, carpenters, shift working plant attendants,

and electricians. There is also a requirement to employ and manage external contractors to supplement the workforce as the work demands. The DLO carries out a variety of maintenance tasks across the University estate. The activities are:

- Reactive maintenance activities, reported via the helpdesk/web from administrators of all University Departments or via Estates personnel.
- Routine planned maintenance, for example maintenance and servicing of all mechanical plant equipment across the University estate.

The DLO team is responsible for most of the general and emergency maintenance work to the University's 200 plus buildings.

The DLO's objectives are to:

- Provide an efficient, cost effective and timely service to the University estate
- Generate income from service to the University Departments
- The second objective should not be at the expense of the first objective

For more information please visit:

<https://www1.admin.ox.ac.uk/estates/ourservices/repairsandmaintenance/>

UAS Division

University Administration and Services (UAS) is the collective term for the central administrative departments of the University. 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; and
- facilitate the attainment of the objectives set out in the University's Strategic Plan.

The offices of the UAS sections are spread across the city centre, with the main University Offices located in Wellington Square.

For more information please visit: <http://www.admin.ox.ac.uk/>

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: recruitment.support@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 www.admin.ox.ac.uk/personnel/staffinfo/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 www.sport.ox.ac.uk/oxford-university-sports-facilities.

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 www.welcome.ox.ac.uk.

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependents. See www.admin.ox.ac.uk/personnel/permits/reimburse&loanscheme/.

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 My Family Care, 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 www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/.

Childcare

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 www.admin.ox.ac.uk/childcare/.

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 www.admin.ox.ac.uk/eop/disab/staff.

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 www.admin.ox.ac.uk/eop/inpractice/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.