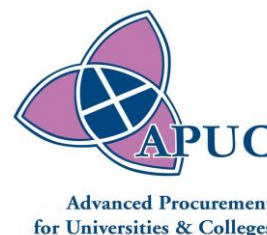


Procurement Manager Vacancies

Permanent and Fixed Term



Procurement Managers (Operational) Salary Range Circa £25-32k pa

Procurement Managers (Advanced) Salary Range Circa £32-38k pa

Advanced Procurement for Universities and Colleges (APUC) is the Centre of Procurement Expertise, responsible for delivering collaborative procurement solutions and procurement shared services for, and on behalf of, Scotland's universities and colleges, with main offices in Edinburgh and Glasgow, but with staff based throughout Scotland.

Through ongoing development of the organisation, further new exciting opportunities have arisen within APUC who are looking to recruit:

- Advanced and Operational level Procurement Managers to work as flexible resources as part of the APUC shared service team in various institutions across Scotland, likely for fixed periods at each location. Ideally candidates would be centrally based but consideration will be given to other candidates who can offer suitable flexibility as the largest volume of work will likely be in the Glasgow and Edinburgh areas (these are permanent roles).
- An Advanced level Procurement Manager to work within Ayrshire College, based in Kilmarnock but with regular travel between college campuses (permanent role).
- An Advanced level Procurement Manager to work within Dundee and Angus College, based in Dundee but with regular travel between college campuses (permanent role).
- An experienced Operational level Procurement Manager to work based in Inverness but may include travel throughout the Highlands and Islands (initially fixed term, 6 months).

The purpose of the roles is to deliver effective procurement management for institutions across a broad range of activities, both operational and strategic. The Procurement Managers will be responsible for all relevant to the level day-to-day activities within an institution and across categories, but also need to be aware of the wider context to identify collaborative opportunities to deliver maximum value for money.

The roles will be professionally demanding as APUC continues to develop to meet the dynamic needs of its client institutions. APUC offers excellent opportunities to develop with a diverse level of roles both in institutions and in the core team with the organisation working towards making as many core roles location-irrelevant as possible. Experienced procurement professionals that possess the ability and desire to develop further as opportunities and challenges present themselves, are therefore sought for these positions.

Desired skills for the roles:

- Appropriate level of knowledge of the EU Procurement Directives;
- Stakeholder engagement skills at all levels;
- Category Strategy formulation and implementation;

- Full end-to-end tendering experience, considering sustainable principles, ideally in the public sector;
- Contract Management skills;
- Excellent communication skills;
- Operate independently and effectively as well as being an integral member of the team; and
- Proficient in the use of Microsoft Office and a general understanding of procurement and finance systems.

The post holders will be ambassadors for APUC, its client institutions, and the profession generally, and will demonstrate the highest levels of professionalism and ethical behaviour.

The roles offer competitive remuneration and benefits, pension arrangements and a positive working environment.

If you would like to find out more about APUC, please visit our website - <http://www.apuc-scot.ac.uk>

If you are interested in applying, please complete the application form downloadable from the Careers section of the website, and email to us at the careers email address by 10.00am on 10 November 2014 (although applications for some of the roles may be processed for possible selection on receipt during the vacancy advertising period), along with your current CV (two pages maximum) and a one page covering letter, explaining why you would like to work at APUC.