

## Job Description

<b>Job title</b>	IT Purchasing Assistant
<b>School / department</b>	IT Services
<b>Grade</b>	4
<b>Line manager</b>	IT Procurement and Contracts Officer
<b>Responsible for</b>	no direct reports

### Main purpose of the job

The IT Purchasing Assistant will support the IT Procurement and Contracts Officer in the provision of a professional, effective and knowledgeable service for the procurement and supply of IT services, hardware, software and consumables for the University's staff and students.

As part of the wider IT Team, the IT Procurement Assistant will provide accurate, timely and auditable assistance in the administration of the UWL procurement process, ensuring that processes are fully compliant with current University Financial Regulations and other relevant policies.

### Key areas of responsibility

- 1 Raise requisitions and purchase orders on behalf of the University's Schools, Colleges and departments.
- 2 Check validity of requests to purchase and resolve or refer non-compliant requests as appropriate. Investigate queries and discrepancies with requisitions, receipts, orders and invoices escalating as required.
- 3 Responsible for day-to-day running of the IT stores, purchase orders, goods received, computer system update, distribution, security and stock control.
- 3 Issue and track software licences against purchases ensuring that accurate records are kept.
- 4 Check that deliveries have been made, receipt goods received notes, and process returns to vendors.
- 5 Ensure that all orders are charged back at correct values and quantities, making any required amendments.
- 6 Contribute to procurement projects under the direction of the IT Procurements and Contracts Officer.
- 7 Provide advice and support to the University's staff and students, understanding their requirements and guiding them to the most appropriate technology products and services.
- 8 Accept and create orders to ensure that the IT Services operations are fully resourced with the necessary consumable items (e.g. toner, projector lamps etc.)
- 9 Maintains files of descriptions of available supplies.

- 10 Meet or exceed published service standards
- 11 Keep up to date records using current systems including email, spreadsheets and the call logging system (SupportWorks).

Core University business hours are 8.00 am – 5.00 pm Monday to Friday.

The post-holder may occasionally be required to undertake duties outside of core hours including evenings or weekends where the business need arises.

The post-holder will ensure full compliance with all Data Protection laws and any relevant University policies and guidelines.

In addition to the above areas of responsibility the position maybe required to undertake any other reasonable duties relating to the broad scope of the position.

#### **Dimensions / back ground information**

In addition to University provided training and development, you will undertake sufficient personal and professional development as required, ensuring skills and knowledge are up to date so that the role is performed to the required level.

You will from time to time be required to undertake other duties of a similar nature as reasonably required by your line manager.

Some occasional travelling may be required, for example to user groups or conferences.

## Person Specification

Criteria	Essential	Desirable
<b>Qualifications and/or membership of professional bodies</b>	A-levels (or equivalent)	Recognised procurement qualification
<b>Knowledge and experience</b>	<p>Excellent Knowledge of Microsoft Office (Word, Excel, Outlook)</p> <p>Experienced in Purchasing and stock control</p> <p>Experience in working in a customer service environment</p>	<p>Experience of undertaking procurement exercises or tenders for goods and services</p> <p>Working within stores environment</p> <p>Experience of using procurement and e-procurement systems</p> <p>Work experience within Further and/or Higher Education sector.</p> <p>Knowledge of IT Service Management</p>
<b>Specific skills to the job</b>	<p>Excellent organisational skills</p> <p>Excellent customer service skills</p> <p>Strong numeracy skills</p> <p>Ability to work with higher education staff at all levels</p> <p>Ability to manage tight deadlines &amp; competing workloads</p> <p>Ability to adapt communication style to suit the audience</p> <p>Ability to work within a changing environment</p> <p>Ability to deal with confidential and sensitive information with tact and discretion</p>	Commercial awareness

<b>General skills</b>	Computer literate Numerate Good communication skills (Telephone, written, Email) Team player  Good time management skills; ability to prioritise a range of conflicting activities and to multi- task	Good eye for detail
<b>Other</b>		
<b>Disclosure and Barring Scheme</b>	This post does not require a DBS check	

**Essential Criteria** are those, without which, a candidate would not be able to do the job. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the shortlisting stage.

**Desirable Criteria** are those that would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

### **Effective Behaviours Framework**

The University has identified a set of effective behaviours which we value and have found to be consistent with high performance across the organisation. Part of the selection process for this post will be to assess whether candidates have demonstrably exhibited these behaviours previously.

#### **Managing self and personal skills:**

Willing and able to assess and apply own skills, abilities and experience. Being aware of own behaviour and how it impacts on others.

#### **Delivering excellent service:**

Providing the best quality service to all students and staff and to external customers e.g. clients, suppliers. Building genuine and open long-term relationships in order to drive up service standards.

#### **Finding innovative solutions:**

Taking a holistic view, working enthusiastically, with creativity to analyse problems and develop innovative and workable solutions. Identifying opportunities for innovation.

#### **Embracing change:**

Adjusting to unfamiliar situations, demands and changing roles. Seeing change as an opportunity and being receptive to new ideas.

#### **Using resources:**

Making effective use of available resources including people, information, networks and budgets. Being aware of the financial and commercial aspects of the University.

**Engaging with the big picture:**

Seeing the work that you do in the context of the bigger picture e.g. in the context of what the University/other departments are striving to achieve and taking a long-term view. Communicating vision clearly and enthusiastically to inspire and motivate others.

**Developing self and others:**

Showing commitment to own development, supporting and encouraging others to develop their knowledge, skills and behaviours to enable them to reach their full potential for the wider benefit of the University.

**Working with people:**

Working co-operatively with others in order to achieve objectives. Demonstrating a commitment to diversity and applying a wider range of interpersonal skills.

**Achieving results:**

Planning and organising workloads to ensure that deadlines are met within resource constraints. Consistently meeting objectives and success criteria.