

Job title	Purchasing Supervisor
Grade	Grade 6
Salary range	£27,629 - £32,958
Staff Group	Assistant
Department / Institution	The Sainsbury Laboratory

## Role-specific information

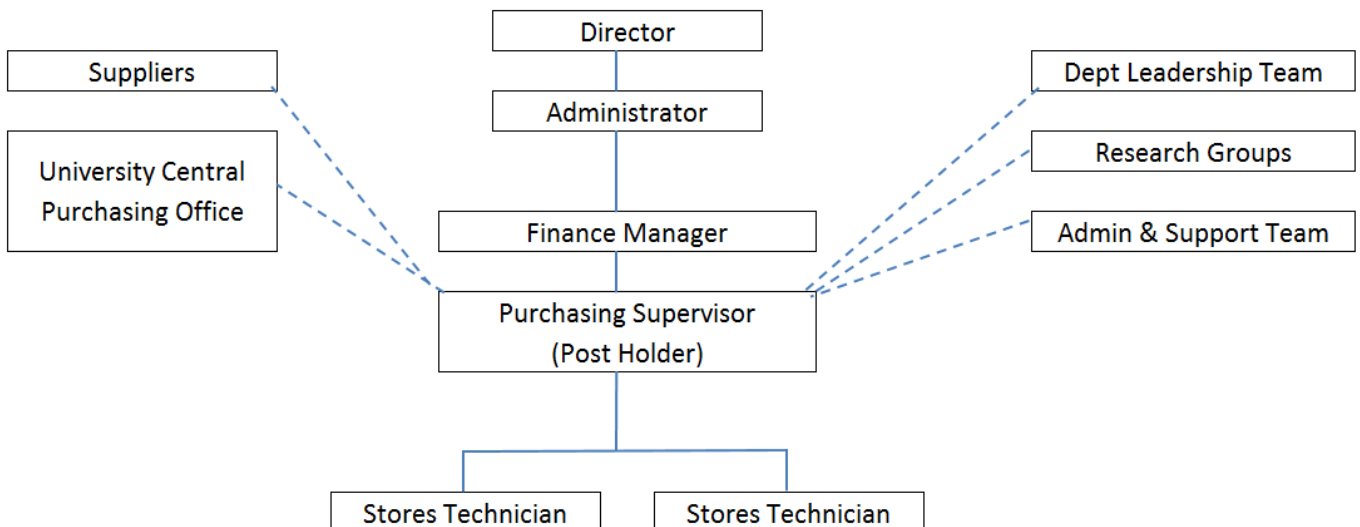
### Role Summary

The Sainsbury Laboratory is a scientific research institute focusing on plant developmental biology and computational modelling of plant development. Since opening in 2011, it has expanded rapidly to around 150 researchers and 30 support staff in approximately 20 sub-groups.

The role holder will primarily be responsible for the co-ordination of all procurement at the Sainsbury Laboratory. This includes managing the strategic sourcing of high value contracts for goods and services, via OJEU tender packages, up to the individual value of £1m, and also managing the day-to-day purchasing processes across the whole Laboratory.

The role holder will also supervise the department's goods inwards and internal Stores facility managing £80k stock value, including consignment programmes, with a monthly turnover of ~ £25k. The Stores serves the Institute for the provision of laboratory and stationery consumables.

### Organisation Chart



# Key Responsibilities

1. Strategic Procurement (Goods & Services)	Up to 30%
<p>Manage the strategic sourcing of high value contracts for goods and services, via OJEU tender packages, up to the individual value of £1m, referring issues to the Finance Manager as necessary. Covering the following:</p> <ul style="list-style-type: none"> <li>• Support and advise PIs, Support and Research staff throughout the duration of the tender process.</li> <li>• Complete tender documentation, in collaboration with PIs &amp; Central Procurement, including: <ul style="list-style-type: none"> <li>○ Pre-qualification questionnaires</li> <li>○ Drafting of specification</li> <li>○ Award criteria/weighting</li> <li>○ Distribution and responding to supplier queries</li> <li>○ Tender opening</li> <li>○ Supplier scoring and cost analysis</li> <li>○ Supplier selection</li> <li>○ Negotiation</li> <li>○ Award &amp; regret letters</li> <li>○ Agreeing terms</li> <li>○ Tailoring University contractual templates</li> <li>○ Purchase order creation</li> </ul> </li> <li>• Project manage strategic sourcing projects from identification of demand to installation, including: <ul style="list-style-type: none"> <li>○ Market research</li> <li>○ Leading steering groups</li> <li>○ Site visits</li> <li>○ Evaluations/trials</li> <li>○ Co-ordinate pre-install works (IT and facilities)</li> <li>○ Delivery</li> <li>○ Installation/commissioning</li> <li>○ Training programmes</li> <li>○ Service contracts/warranties</li> </ul> </li> <li>• Communication and engagement with a wide range of internal and external stakeholders at different levels of seniority, including logistics companies, engineers, application specialists, account managers, consultants, suppliers, University IT teams, facilities team, central procurement and lab/stores technicians.</li> <li>• Ensuring that the department complies with statutory requirements and with funding organisations' procurement conditions whilst ensuring value for money and compliance with University financial procedures.</li> <li>• Liaise with University's Central Purchasing office to keep up to date with latest procedures/frameworks and for the purposes of OJEU tendering.</li> <li>• Liaise with Departmental Administrator and Facilities Manager, collecting signed approval documents, supplying documentation and maintaining files and contracts for strategic sourcing projects including fixed assets.</li> <li>• Meet on a quarterly basis with the Finance Manager and Department Administrator, to discuss and review procurement activity.</li> </ul>	

<p><b>2. Transactional Procurement (Goods &amp; Services)</b></p>	<p><b>Up to 30%</b></p>
<p>Manage the daily procurement of goods (laboratory &amp; IT consumables/equipment) and services, including managing the in-house rental printer fleet. Covering the following:</p> <ul style="list-style-type: none"> <li>• Support and advise PIs, Support and Research staff throughout the Procurement process, including: <ul style="list-style-type: none"> <li>○ Market research</li> <li>○ Drafting specifications</li> <li>○ Supplier selection</li> <li>○ Obtaining quotations</li> <li>○ Effective negotiation to ensure value for money</li> </ul> </li> <li>• Oversee and undertake the raising of purchase orders ensuring the University's Financial Procedures have been followed and auditable paper trails are in place prior to procurement. Including the recording of all dispensations.</li> <li>• Liaise with suppliers as part of the ordering process, agreeing terms and conditions of purchase where necessary and facilitating smooth processing of orders.</li> <li>• Resolve purchase order queries in a timely and accurate manner, with regards to goods received, unit price changes, VAT, credit returns in liaison with the Finance Manager.</li> <li>• Responsible for reviewing and authorising purchase orders placed by others up to the value of £10k.</li> <li>• Teach and train new users of the CUFS purchasing system and provide additional guidance and training to existing users where required.</li> <li>• Liaise with Departmental Administrator and Finance Manager, supplying documentation and maintaining files for purchases over the value of £1k.</li> <li>• Ensuring that the Department complies with statutory requirements and with funding organisations' procurement conditions.</li> <li>• Attend University &amp; School Purchasing Group meetings as a tier one member to exchange information with other Departments and improve controls within the Lab.</li> <li>• Setting up new suppliers on the CUFS system, as well as amending and re-activating existing supplier records.</li> </ul>	
<p><b>3. Inventory Management/Goods Inwards</b></p>	<p><b>Up to 20%</b></p>
<p>Supervise the Department's goods inwards and internal Stores facility with a £80k stock value and monthly turnover of ~ £25k, covering the following:</p> <ul style="list-style-type: none"> <li>• Co-ordinate the inventory system, to ensure timely updates of information such as grants, products and resolving any issues.</li> <li>• Assist stores technicians with processing of purchases for stores items, raising purchase orders, approving requisitions and receipting goods on the CUFS and inventory system.</li> <li>• Supervise stock levels held within Stores ensuring best practices are followed by supervisees, and stock is regularly rotated in line with FIFO.</li> <li>• Support stores technicians with resolving stores purchase order queries in a timely and accurate manner, with regards to goods received, unit price changes, VAT, credit returns in liaison with the Finance Manager.</li> </ul>	

<ul style="list-style-type: none"> <li>• Responsible for supervising goods inwards, to include the receipting and correct storage of ambient/frozen/gas/dry ice/liquid nitrogen deliveries, including notifying end users via email and arranging electrical PAT testing and asset tagging in co-ordination with the Facilities Team.</li> <li>• Develop and maintain relationships with key stores suppliers. Meeting on a regular basis, to ensure the University receives value for money and continuity of supply.</li> <li>• Undertake ad-hoc project work to improve our understanding of and control over the Stores process.</li> <li>• Supervise year-end and monthly stock take procedures (counting/system input).</li> <li>• Agree/negotiate pricing of stores items with suppliers, including product selection and supplier management.</li> <li>• Manage and update the internal price file for Stores items on a quarterly basis.</li> <li>• Designated individual for overseeing regulatory HMRC controls for the receipt, storage, and use of Duty Free Spirits.</li> <li>• Complete inventory and purchasing data analysis to support decision making, understand stock trends and opportunities for the addition of new products to better support research.</li> <li>• Oversee the operation and smooth running of consignment on-site stocking programmes, including monitoring of freezer alarms, the introduction on new programmes/product lines and stock levels held.</li> <li>• Complete all risk assessments for the Stores facility.</li> <li>• Responsible for overseeing areas including stores, goods inwards, bulk store and freezer room.</li> <li>• Attend monthly lab technician meetings.</li> <li>• Ensure correct signage and labelling of all products held in stock.</li> <li>• Provide Stores inductions to all new starters to ensure correct use of the stores facility.</li> <li>• Supervise and co-ordinate the pipette servicing drop-box service and tip box recycling.</li> </ul>	
<p><b>4. Contract Management</b></p>	<b>10%</b>
<ul style="list-style-type: none"> <li>• Establish and manage service contracts/frameworks relating to laboratory equipment, ensuring departmental needs and University guidelines are met.</li> <li>• Develop and maintain relationships with strategically important suppliers. Meeting on a regular basis, to ensure the University receives value for money and is kept updated on latest technological and product advancements.</li> <li>• Regularly review/benchmark suppliers and monitor performance of strategically critical suppliers.</li> </ul>	
<p><b>5. Line Management of Stores Technician (x2)</b></p>	<b>10%</b>
<ul style="list-style-type: none"> <li>• Management of two Stores Technicians including all day-to-day management responsibilities.</li> </ul>	

<ul style="list-style-type: none"> <li>• Ensure that all required training (including health and safety) is completed by the Stores Technicians.</li> <li>• Supporting staff with CPD opportunities available and developing knowledge of best practices.</li> </ul>	
<b>6. Others</b>	<b>Up to 5%</b>
<p>Member of the Institute's Support team. Attends and contributes to the team and attends meetings.</p> <p>Occasionally the Administrator, Finance Manager or Head of Department might ask the role holder to undertake specific projects related to the role or to perform other duties.</p>	

## Person Profile

This section details the knowledge, skills and experience we require for the role.

<b>Education &amp; qualifications</b>	<ul style="list-style-type: none"> <li>• Good general education, to a minimum of A-level standard or equivalent, to include GCSE English language and Mathematics.</li> <li>• A professional purchasing qualification (CIPS Level 4) and/or an AAT qualification or similar would be desirable.</li> </ul>
<b>Specialist knowledge &amp; skills</b>	<ul style="list-style-type: none"> <li>• Broad knowledge of Database systems and stock management tools.</li> <li>• Expert knowledge of the purchasing cycle and the key finance roles within it.</li> <li>• Excellent IT skills to include the use of Microsoft Office for Windows.</li> <li>• Proficient with e-mail and use of web browsing software such as Internet Explorer.</li> </ul>
<b>Interpersonal &amp; communication skills</b>	<ul style="list-style-type: none"> <li>• Communicate, verbally and in writing, clearly and effectively at all levels with members of the Institute, other University departments and suppliers.</li> <li>• Attention to detail</li> <li>• Good organisation skills</li> <li>• Able to prioritise work independently, efficiently and under tight deadlines</li> <li>• Be a team player</li> <li>• Be a problem solver</li> </ul>
<b>Relevant experience</b>	<ul style="list-style-type: none"> <li>• Experience in purchasing environment is essential.</li> <li>• Experience in managing high value purchases (i.e. above OJEU limits) desirable.</li> <li>• Experience with line management is desirable</li> </ul>
<b>Additional requirements</b>	<p>The role holder must have a positive, service-oriented attitude. S/he will regularly be faced with demands to meet deadlines and is required to respond to queries and requests to supply information from many sources. This requires the ability to remain calm and display tact when conflicting demands are made. It is vital to remain flexible as priorities constantly change.</p>

## Terms and Conditions

<b>Location</b>	The Sainsbury Laboratory
<b>Working pattern</b>	Full time
<b>Hours of work</b>	Your normal hours of work are 36.5 hours, Monday to Friday. Your times of work will be notified to you by your line manager. The University supports staff through a range of flexible working arrangements.
<b>Length of appointment</b>	Fixed-term: The funds for this post are available until 31 December 2021 in the first instance.
<b>Limited funding</b>	The funds for this post are available until 31 December 2021 in the first instance.
<b>Probation period</b>	6 months
<b>Annual leave</b>	Full-time employees are entitled to annual paid leave of 7.2 weeks (or 36 days) inclusive of public holidays.
<b>Pension eligibility</b>	Cambridge University Assistants' Contributory Pension Scheme (CPS) Pension scheme details, including information about the legal requirement for the University to automatically enrol its eligible jobholders into a qualifying workplace pension scheme from 1 March 2013, is available at: <a href="http://www.pensions.admin.cam.ac.uk/">http://www.pensions.admin.cam.ac.uk/</a> .
<b>Retirement age</b>	The University does not operate a retirement age for assistant staff.

## Screening Check Requirements

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it. If you need further information, you may find the Right to Work page within the 'Applying for a job' section of the University's Job Opportunities pages helpful (please see <http://www.jobs.cam.ac.uk/right/have/>).

## Application Process

To submit an application for this vacancy, please click on the link in the 'Apply online' section of the advert published on the University's Job Opportunities pages. This will route you to the University's Web Recruitment System, where you will need to register an account (if you have not already) and log in before completing the online application form.

The closing date for applications is Monday 13<sup>th</sup> March 2017. If you have any questions about this vacancy or the application process, please contact [enquiries@slcu.cam.ac.uk](mailto:enquiries@slcu.cam.ac.uk).

## General Information

### The University of Cambridge

The University of Cambridge is one of the world's oldest and most successful Universities, with an outstanding reputation for academic achievement and research. It was ranked first in the 2011 QS World University Rankings and its graduates have won more Nobel Prizes than any other university in the world. The University comprises more than 150 departments, faculties, schools and other institutions, plus a central administration and 31 independent and autonomous colleges.

The University and the Colleges are linked in a complex historical relationship. The Colleges are self-governing, separate legal entities which appoint their own staff. They admit students, provide student accommodation and deliver small group teaching (supervisions). The University awards degrees and its faculties and departments provide lectures and seminars for students, determine the syllabi for teaching and conduct research.

There is much more information about the University at <http://www.cam.ac.uk/univ/works/index.html> which we hope you will find helpful.

## The Sainsbury Laboratory

The Sainsbury Laboratory Cambridge University (SLCU) is a new research institute funded by the Gatsby Foundation. The aim of the Laboratory is to elucidate the regulatory systems underlying plant growth and development. SLCU will ultimately house approximately 12 research groups each consisting of around 10 researchers. The laboratory runs a range of centrally managed facilities and services including plant growth facilities, microscopy, tissue culture rooms, level 2 containment facility and a seed store.

Further information about the Sainsbury Laboratory is available at: <http://www.slcu.cam.ac.uk/>

## What the University can offer you

One of our core values at the University of Cambridge is to recognise and reward our staff as our greatest asset. We realise that it's our people who have built our outstanding reputation and that we will only maintain our leading position in the academic world by continuing to attract and retain talented and motivated people. If you choose to come and work with us, you will find that we offer:

- **Excellent benefits** – You will be eligible for a wide range of competitive benefits and services, including numerous discounts on shopping, health care, financial services and public transport. We also offer defined benefits pension schemes and tax-efficient bicycle, car lease and charity-giving schemes.

We will help you balance your home and work life by providing you with generous annual leave entitlement and procedures for requesting a career break or flexible working arrangements if you need them. You will also have access to a range of well-being support services, including in-house Occupational Health and Counselling services. If you have childcare responsibilities, you may also benefit from the enhanced maternity/adoption pay, two nurseries and a holiday play scheme that we provide.

We are keen to welcome new employees from other parts of the UK and other countries to Cambridge. If you will be relocating to Cambridge on a centrally funded appointment of two years or more, you may be eligible for our relocation expenses scheme. The University Accommodation Service (<http://www.accommodation.cam.ac.uk/>) will also be available to help you find suitable rented accommodation and to provide advice on renting arrangements and local facilities, if required. In addition, certain academic and academic-related appointments are eligible for the Shared Equity Scheme which offers financial assistance with the purchase of living accommodation.

- **A welcoming and inclusive environment** - We will help you settle into your new role and working environment through a central University induction event, local induction activities and our online induction package. Where appropriate to your role, you will have a probation period to provide a supportive framework for reviewing your progress and discussing your training and development needs.
- **Extensive development opportunities** - The encouragement of career development for staff is one of the University's core values. We put this into practice through various services and initiatives, including:
  - A wide-range of training courses and online learning packages.
  - The Staff Review and Development (SRD) Scheme, which is designed to enhance work effectiveness and facilitate career development post-probation.
  - Leave for career and personal development, including long-term study leave for assistant staff and sabbatical leave for academic staff.
  - The CareerStart@Cam programme, which supports assistant staff roles without higher education qualifications to develop their skills, experience and qualifications. Assistant staff may also apply for financial assistance for study which results in a qualification.

- Reduced staff fees for University of Cambridge graduate courses.
- The opportunity to attend lectures and seminars held by University departments and institutions.
- Policies and processes dedicated to the career development of researchers and the implementation of the principles of the Concordat, which have led to the University being recognised with an HR Excellence in Research Award by the European Commission.

You can find further details of the benefits, services and opportunities we offer can be found in our CAMBens Employee Benefits web pages at <http://www.hr.admin.cam.ac.uk/pay-benefits/cambens-employee-benefits>. A range of information about living and working in Cambridge is also available to you within the University's web pages at <http://www.jobs.cam.ac.uk/> and <http://www.hr.admin.cam.ac.uk/hr-staff/information-staff>.

## Equality of Opportunity at the University

We are committed to a proactive approach to equality, which includes supporting and encouraging all under-represented groups, promoting an inclusive culture and valuing diversity. We make selection decisions based on personal merit and an objective assessment against the criteria required for the post. We do not treat job applicants or members of staff less favourably than one another on the grounds of sex (including gender reassignment), marital or parental status, race, ethnic or national origin, colour, disability (including HIV status), sexual orientation, religion, age or socio-economic factors.

We have various diversity networks to help us progress equality; these include the Women's Staff Network, the Disabled Staff Network, the Black and Minority Ethnic Staff Network and the Lesbian, Gay, Bisexual and Transgender Staff Network. In addition, we were ranked in the top 100 employers for lesbian, gay and bisexual (LGB) staff in Stonewall's Workplace Equality Index 2013 and we hold an Athena SWAN silver award at organisation level for promoting women in Science, Technology, Engineering and Medicine.

We are supportive of staff with caring responsibilities, such as through our flexible working, career break and returning carers schemes. We encourage individuals to include details of any breaks in employment due to caring responsibilities in applications for employment so that these can be taken into consideration in assessments made, where appropriate.

## Information if you have a Disability

The University welcomes applications from individuals with disabilities and we are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so, and, if successful, to assist them during their employment. Information for disabled applicants is available at <http://www.admin.cam.ac.uk/offices/hr/staff/disabled/>.

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the section provided for this purpose in the application form. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time.

If you prefer to discuss any special arrangements connected with a disability, please contact, Amy Coussell (Senior HR Coordinator), who is responsible for recruitment to this position, on 01223 761115 or by email on [Amy.Coussell@slcu.cam.ac.uk](mailto:Amy.Coussell@slcu.cam.ac.uk). Alternatively, you may contact the HR Business Manager responsible for the department you are applying to via [hrenquiries@admin.cam.ac.uk](mailto:hrenquiries@admin.cam.ac.uk).