



# Join us

as we transform lives

## Appointing our new Head of Procurement Candidate Pack



University of  
Central Lancashire  
UCLan

Where opportunity creates success

# Introduction

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Joining the University of Central Lancashire (UCLan) means being part of a thriving community of talent, united in a commitment to transform the lives of our students and the communities we serve.

As one of the UK's largest universities, with a student and staff community approaching 42,000, the successful candidate in this role will be a key influencer in our University.

At UCLan we help to raise aspirations and empower people to flourish in education, at work and for life by offering opportunities to people from all backgrounds, supporting our local communities and delivering research that has real-world impact. We are a real community, on an international scale and every colleague has a vital role to play in achieving our vision.

This is a really exciting time to join the University. We have recently realigned our academic senior leadership structure to help drive improvements in student experience and outcomes. As a senior leader, you will play an important role in helping to execute our strategic plan and help offer life-changing opportunities to everyone who can benefit from them. Joining our ambitious and passionate senior team means you can help us transform our vision into reality.

The role offers a fantastic opportunity for an enthusiastic and inspiring individual to play a key part in the continuing and future success of our University and its wider role in the North West region.

Thank you for your interest and we look forward to learning more about you and the experience, leadership skills and vision you can bring to our Financial Services team.



**George Charles**

**Chief Finance Officer**

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# Working together to transform lives

The University of Central Lancashire is the international, multi-campus university that's proud to be leading the way in modern learning today.

We are innovative by nature, offering courses which combine academic excellence with real-world teaching. Our students are able to develop their skills, knowledge and self-confidence through hands-on learning experiences in state-of-the-art facilities which mirror the environments they can expect to encounter in their professional lives.

This approach ensures that our graduates emerge with highly employable skills, ready to make their mark on the world. Along the way they benefit from the guidance of our inspirational teaching colleagues, many of whom are internationally renowned experts in their fields.



## 'University of the Year' at the international Edufuturists Awards 2023

The Edufuturists Awards is an international awards ceremony which recognises innovation across the higher education sector and champions universities who work to ignite change and transform learning for the benefit of society and future generations.



**TEF**  
**2023**  
**Silver**

We've been rated Silver in the Teaching Excellence Framework 2023.

## Where opportunity creates success

We have a long and proud history of enabling people to realise their potential and transform their futures. We gained university status in 1992, but our roots actually go all the way back to 1828, when our distant forerunner, the Institution for the Diffusion of Knowledge, opened its doors in Preston.

We've grown into one of England's largest universities, with a student community of over 39,000. Today the impact of our work extends to every corner of the globe.

## A force for economic growth

At the regional level, we are a catalyst for economic growth. In 2019 we opened our £35m Engineering Innovation Centre, a world-class facility which is enabling Lancashire to enhance its status as a national centre of excellence for engineering, aerospace and manufacturing.

We recently announced that we will be taking a leading role in the development of a new National Cyber Force, a multi-million pound project launched by the UK government which is set to establish Lancashire as a leader in cybersecurity. And in 2021 we strengthened our position as a leading provider of healthcare education with the opening of our new School of Veterinary Medicine, the first ever veterinary school to open in Lancashire.



We've recently invested £200m in transforming our Preston Campus. At its heart is our stunning new Student Centre, which brings our second-to-none support services together under one roof. More than ever, we're giving all our students the help they need to thrive at University.

The Student Centre stands on University Square, one of the largest public spaces to have opened in England for many years. In creating this impressive gateway between the campus and city, we are contributing to the regeneration of Preston and ensuring that the city we're proud to call home is increasingly attractive to students, businesses and tourism

Ongoing developments to our Burnley Campus are bringing new educational opportunities to the communities of Pennine Lancashire. With our recent acquisition of the Newtown Mill site, we are expanding our campus around the historic Weavers' Triangle area. Our work is rapidly transforming Burnley into a flourishing University town, addressing skills shortages

across east Lancashire and developing the next generation of key workers in areas such as health, medicine, nursing and social work.

Over in Blackburn our acquisition of Training 2000, longstanding experts in adult education, is enabling us to offer thousands more apprenticeships at all levels, including our increasingly popular Degree Apprenticeships. We are key partners in the development of a new multi-million pound learning hub which will be based in the town centre.

Our Westlakes Campus is based three miles from Whitehaven and is home to the University's National Centre for Remote and Rural Medicine (NCRRM), which trains clinicians in all aspects of medicine relating to living, working and recreation in remote and rural environments.

In 2023 we opened our new London Campus, which is focused on creating new flexible educational opportunities for modern professionals.



## A worldwide community

When you join our University you'll be welcomed into a truly international community made up of students and colleagues from more than 100 countries, together with a worldwide alumni network of around 200,000 people.

On the global stage, our research continues to transform lives - from improving treatments for stroke patients in India to enhancing standards of maternity care worldwide.

Through our partnerships with more than 120 institutions, we're bringing the life-changing benefits of a University of Central Lancashire education to thousands of students in every corner of the world - from China to Malaysia to Sri Lanka. Meanwhile, our overseas campus in Cyprus is going from strength to strength as it approaches its 12th anniversary, with more than 1,000 students now enrolled across our expanding course portfolio.





## Our Schools

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We have recently realigned our academic structure to drive sustained improvements to our student experience and graduate outcomes.

The new structure is as follows:

- School of Arts and Media
- School of Business
- School of Engineering and Computing
- School of Health, Social Work and Sport
- School of Law and Policing
- School of Medicine and Dentistry
- School of Nursing and Midwifery
- School of Pharmacy and Biomedical Sciences
- School of Psychology and Humanities
- School of Veterinary Medicine



# The University in numbers

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## 'University of the Year' at the international Edufuturists Awards 2023

**Top 7%**  
in the world

We are in the top 7% of universities in the world, according to the **Center for World University Rankings 2024**.

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**Ranked 3rd**  
in the North West

We've been ranked 3rd in the North West for **Student Positivity** and 34th overall in the UK (National Student Survey 2023).

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**63rd**

We have been ranked **63rd out of 157** universities for our research power (REF 2021).

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**3rd largest**  
in the North West

We are the third largest university in the North West and Lancashire's largest provider of **graduate-level qualifications**.

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**39,000+**  
students

Our **thriving community** of students from over 100 countries come here to learn from colleagues who are experts in their fields, achieve their potential, and make friends for life.

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**3,000+**  
colleagues

From our senior leadership team to our academics and Professional Services colleagues, we take **pride in transforming our students' lives**.

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**6 modern campuses**

We deliver excellent teaching and learning, **an unrivalled student experience** and world-leading research from our campuses in Preston, Burnley, Westlakes, Blackburn, London and Cyprus.

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**550+**  
courses

We offer a **huge range** of undergraduate, postgraduate and Continuing Professional Development (CPD) courses, designed to give our graduates the best start to their careers.

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**£200m**  
campus  
transformation

With the opening of our Engineering Innovation Centre, Student Centre and University Square we've **transformed our Preston Campus** for the benefit of colleagues, students and the wider community.

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**123**  
international  
partnerships

Students in **every corner of the world** - from China to Malaysia to Sri Lanka - are studying degrees awarded by us.

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**QS Stars**

We are proud to have gained various 5 Star (Excellent) accolades in the internationally recognised **QS Stars 2022** ratings system. Our University has a 4 QS Stars (Very Good) rating overall.

# About Financial Services

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Thank you for your interest in the role of Head of Procurement.

Reporting to the Chief Finance Officer, you will be responsible for managing our ambitious Procurement Team within the wider Financial Services department. Your expertise will be crucial in enabling us to achieve our vision to become an exemplar of professional procurement in higher education, creating a 'centre of excellence for unlocking value.'



The University spends circa £100m on goods, services and works every year. This can increase significantly when we make significant investments in our infrastructure through capital programmes, such as our recent £200m transformation of the Preston Campus.

We have set out our ambitions for Financial Services to be a cohesive, forward-thinking service that enhances decision making at all levels and promotes the University's financial health.

As Head of Procurement, you will play a leading role in this transformation by creating a high performing team that delivers best practice in sourcing and contracting, ensuring

that our University operates effectively, efficiently and sustainably while managing risk and securing our future prosperity.

## **The key objectives of our Financial Enabling Strategy are:**

- Ensure continued financial sustainability and flexibility.
- Develop efficient and customer focused financial processes.
- Align our planning processes.
- Improve business support and quality decision making.



Our objectives will ensure long-term financial sustainability and enable us to invest in delivering the vision and mission in our Strategic Plan. Essential to the development of the 2021-2028 Strategic Plan is the recognition that we need to respond to the financial challenges of the sector and have a strong financial model underpinning our plan.

We plan to maintain financial sustainability and build reserves by growing income and generating cash from operations. This cash generation will enable us to invest in a programme of capital development and staffing in areas of growth, whilst managing our staff costs overall in line with the sector norm.

Our approach to expenditure will be to operate efficiently and effectively, managing the cost of operations and delivering value for money. This approach will need to be supported by changes in processes facilitated by appropriate software deployment.

There will be an increasing requirement for timely and accurate information from our

systems to manage our operations effectively alongside the Office for Students (OfS) reporting requirements. Improved efficiency across professional services, improvements to the learner environment and learner analytics remain priorities for investment.

The Head of Procurement role is integral to the success of Financial Services and the wider University and we hope that you will be excited by this challenge.

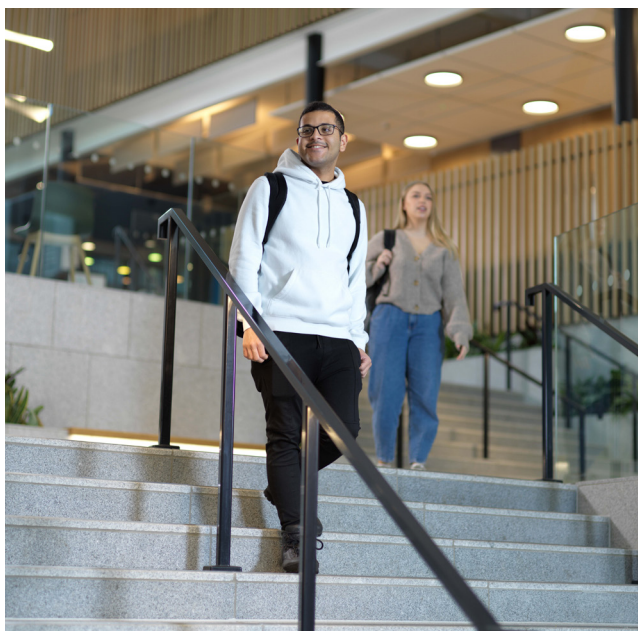
Together we will deliver value-for-money services while strengthening our financial stability, maximising commercial opportunities, and setting the University on course for a successful future.

We are investing heavily in building a genuinely inclusive culture where diversity is championed. We would particularly welcome applications from individuals who will diversify our leadership team and support our development of a culture that's inclusive and welcoming to all.

# Preparing our students for future success

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We are proud to offer all our students life-changing learning experiences which enable them to unlock their potential, preparing them to succeed in tomorrow's world.



Our courses equip students with cutting-edge skills that are in high demand amongst the world's leading companies. They benefit from our state-of-the-art teaching facilities, which mirror real industry environments. As a result, our graduates are able to transition seamlessly into the professional world, making them highly employable.

Our portfolio is constantly expanding, shaped by industry needs and the rapid technological changes that are revolutionising the world around us.

More than ever, we're committed to ensuring that everyone with the potential to succeed at University is able to do so, regardless of their background. We've recently invested millions in our second-to-none support services because we want to give every single one of our students the help they need to succeed here. In Preston,

our £60 million Student Centre opened in 2021, bringing all our advice and support services together under one roof – from our specialist counselling and mental health teams to our expert advisers on finance, careers, enterprise, inclusive support and much more. Every aspect of the Student Centre is designed to promote wellbeing – from relaxing social and study spaces to a tranquil rooftop garden.

Our efforts to open up the life-changing benefits of higher education to all continue undimmed. In 2014 we introduced a comprehensive range of Foundation Year entry programmes, strengthening our commitment to being an accessible University. Meanwhile, our Return to Study entry programmes are enabling mature students who've been out of education for a long time to make the transition to university-level study and take their lives and careers in exciting new directions.

# Our Strategic Plan

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We're proud to offer life-changing opportunities to everyone who can benefit from them. Accomplishing our Strategic Plan will help us to continue this legacy.

Every colleague has a vital role to play in helping us achieve our vision. We're focused on creating a welcoming, empowering environment across all our campuses, fostering a real sense of community and enabling every individual to do their best work and achieve their potential.

Joining our ambitious senior leadership team means you'll be playing a vital role in helping us transform our vision into reality.

# Our Vision

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We transform lives by delivering an outstanding educational experience, creating prosperity and opportunity in the communities we serve.

# Our Strategy

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Our strategy is founded on six priorities for the next seven years, taking us up to our 200-year anniversary, in 2028.

**Priority 1** - Student Opportunity and Success

**Priority 2** - Leading the Way in Modern Learning

**Priority 3** - Our People Experience

**Priority 4** - Real-world Research and Innovation

**Priority 5** - Our Place in the World

**Priority 6** - Future-proofing our University

[View our Strategic Plan 2021-2028](#)

## Our working culture

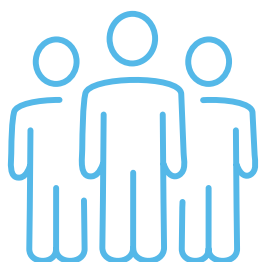
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Our thriving colleague community is united in a common commitment to transforming the lives of our students.

We are focused on creating a welcoming and engaging environment where everyone is supported and empowered to deliver their best work and achieve their potential.

## Our Values

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### Achieving Together

We achieve our ambitions through teamwork and collaboration.



### Being Proud

We take responsibility and professional pride in the quality of our work.



### Creating Opportunity

We proactively create and seize every opportunity to flourish in education, at work and for life.



### Supporting All

Everyone matters. We show support, respect and compassion to our students, colleagues and communities.

# An inclusive culture

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We proactively work to promote and embed equality, diversity and inclusion in everything we do. Together we are creating a working environment where everyone can thrive. We are achieving this through the commitment of our colleague community and our involvement in equality awards, accreditations, networks and equality leads. We strive to ensure that our work is central to all policy development, decisions and practice, and that our career and learning opportunities are genuinely accessible to everyone.

Our framework of equality, diversity, dignity, respect and fairness extends to our entire community - colleagues, students, partners and visitors - and is strongly aligned to the University's overarching strategy of proudly transforming lives. We also work with external communities to broaden participation and dialogue and maximise the potential benefits in the communities we serve.

Continuing to draw on the widest and most diverse range of talent for our students and colleagues is essential to the continuing success of the University. We

In 2022, we developed our Equality, Diversity and Inclusion (EDI) statement which outlines our ambitions to create a University where everyone is able to achieve their potential.

[Read our EDI statement in full](#)

are committed to enabling all individuals to benefit from higher education, irrespective of any protected group they belong to, and providing an exceptional learning experience that empowers our students to perform to the very best of their ability. Similarly, we want to provide an inspiring working environment for our colleagues that allows everyone to develop their knowledge and skills to their fullest.

We strive to create a trans-inclusive culture, workplace and learning environment; free from discrimination, harassment or victimisation where all trans people are treated with dignity and respect in the gender with which they identify.



# Connecting with research

The University is a leading research institution. Our work transforms lives and has a positive impact on communities all over the world.

Our academics are engaged in innovative and life-changing research projects all over the world – from educating deaf students in India and tackling malnutrition in Pakistan, to exploring the mysteries of black holes. Our colleagues collaborate with major international organisations, from the United Nations and the World Health Organization to the European Space Agency and NASA.

As well as contributing to policy and practice, our research colleagues are sought out by the world's media for their expertise. Our research is driving technological change; putting cutting-edge ideas into practice; and improving the health, livelihoods and future prospects of whole communities.

We launched our 13 new Research and Knowledge Exchange Institutes in early 2024, covering research from the arts and humanities through to health, science and technology.

These will enhance the quality of our research environment and create more opportunities to achieve world-leading impact through their activities.

In 2022 the University established UCLan's Doctoral Training Centre for Industry Collaboration. As at March 2023, we have 22 fully funded PhD students and expect this to grow to an expected cohort of over 40 students by January 2024. All PhD projects have an industrial collaborator, contributing time, expertise and resources to the programme of study.

In addition, UCLan is currently a member of the University Alliance Doctoral Training Alliance (with nine funded PhD Fellows across Biomedical Sciences for Health, Energy and Social Policy disciplines) and is also working alongside MillionPlus to support the development of a Doctoral Training Collaboration.

**World-leading research:** 66% of our research outputs have officially been recognised as world-leading or internationally excellent in the latest Research Excellence Framework (REF) 2021, a government assessment of our research, overseen by Research England.

**Total annual research income £9.6m**

**We have been ranked 63rd out of 157 universities for our research power (REF 2021)**

**900+** research or knowledge transfer active colleagues.

**800+** research students currently enrolled.

**125+** readers and professors.



# Connecting with business and enterprise

We are renowned for our collaborative industry partnerships. What sets us apart is our strong reputation for applied business research, entrepreneurship, innovation and knowledge exchange.

As a major local employer and education provider, we play a pivotal role in addressing productivity, skills and wealth gaps in Lancashire and Cumbria.

Local growth and regeneration are at the heart of our Strategic Plan. We are the number one choice for apprenticeships and professional development. Our wide range of Higher and Degree Apprenticeships enables employees to gain the skills and experience that today's industry needs, with valuable, industry-recognised qualifications while introducing industry-leading skills and knowledge into their businesses.

We also offer a comprehensive range of Continuing Professional Development (CPD) courses for individuals and organisations, as accredited courses or standalone programmes.

By accessing our extensive industry and research expertise through our collaborative Knowledge Transfer Partnerships (KTPs),

businesses gain a competitive edge, improve productivity and performance.

As a civic university we are dedicated to supporting the small and medium enterprises (SME) sector. Our award-winning Centre for SME and Enterprise Development, which currently has over 1,500 active members, enables local businesses to connect, learn and grow together.

We have an IP and Commercialisation service, and we support both student enterprise and new business development. Our £35m Engineering Innovation Centre (EIC) is a catalyst for collaboration and knowledge transfer between the University and our industry partners, helping to position Lancashire at the forefront of the 'Fourth Industrial Revolution', cementing the region as a national centre of excellence for aerospace, advanced engineering and manufacturing.

The results of the Knowledge Excellence Framework (KEF), published in September 2023, saw the University ranked in the top 20% of English higher education institutions in the areas of local growth and regeneration; working with the public and third sector; and continuous professional development (CPD) and graduate start-ups.

**1,500** members in our Centre for SME and Enterprise Development.

**2,000+** apprentices and 35 Degree Apprenticeship programmes.

**7,500+** organisations nationally engaged with for business support.

**25+** different offers of business support.

# Connecting with the world

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The University of Central Lancashire has always maintained a global outlook, focused on providing students and colleagues with unique opportunities and cultural experiences that impact, influence and encourage innovation in teaching, research and partnerships. Today we are a community on a truly international scale.

Our journey began in the late 1980s when we secured our first international partnership, with Shenzhen University, when the locality amounted to nothing more than a small fishing village. Shenzhen is now one of the most successful and largest cities in China.

Further partnerships followed with Guangdong University of Foreign Studies, which has seen more than 1,500 students graduate over recent years, Beijing Institute of Technology and Shanghai University of Business and Economics.

It is more than 30 years since we started out on our journey with China, leading the British Higher Education sector in delivering UK degrees in partnership. As China has developed so has our offering, becoming more diverse and innovative and reflecting our strategic approach to China.

We now enrol students from more than 100 countries and have partnerships with 123 international institutions based everywhere from China to Malaysia to Sri Lanka.

In 2012 we became the first British university to establish an overseas campus in Cyprus. As we prepare to celebrate the 12th anniversary of its opening, our campus continues to go from strength to strength, with more than 1,000 students enrolled.

Our growing global reputation and reach is stretching even further as we encourage UK students to broaden their educational horizons, and build on established international links to work with new partners around the world. Globalisation provides life-changing opportunities and our University is a true trailblazer.

In September 2017, Hurricane Irma had a devastating impact on Sint Maarten where the American University of the Caribbean School of Medicine is based. We responded quickly and decisively to accommodate the displaced 643 medical students and colleagues who were transferred to Preston to continue their tuition in just nine days. This resulted in winning the Internationalisation category in The Guardian University Awards 2018.



# Connecting with the region

The city of Preston is a vibrant, cultural and friendly city with a very long history. It was given the status of a market town in 1179 and obtained city status in 2002, becoming England's 50th city in the 50th year of the reign of Queen Elizabeth II.

As an anchor institution with a multi-campus presence, we take our responsibilities seriously. It's our duty to enrich the cultural lives of our communities and champion social progress. That's why we'll do everything we can to support the economic development of our local areas, regions and the wider North West.

The city centre boasts the Harris Museum and Art Gallery, which was announced as one of 16 additional visual arts organisations across the UK to join Plus Tate, the contemporary visual arts network.

The city's historic Winckley Square Gardens have been officially reopened to the public following a £1.2m restoration backed by the Heritage Lottery Fund (HLF).

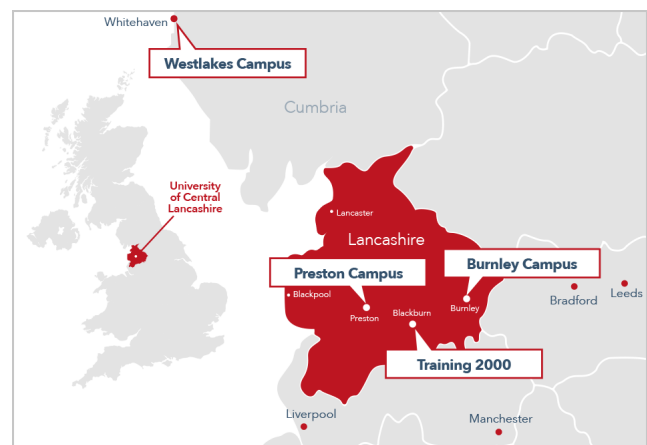
Campus life is city-based but in less than an hour you can be on the Fylde Coast, walking in the stunning Lake District or the Forest of Bowland, sight-seeing in Lancaster, shopping in Manchester or Liverpool, or enjoying the best local food at one of the many farmers markets in the county. Preston also has many parks, including Avenham Park, which is a fine example of traditional Victorian parkland in the heart of the city.

Beacon Fell Country Park is located just 10 miles outside Preston and offers a variety of trails as well as spectacular views of the nearby Forest of Bowland and Morecambe Bay.

Brockholes is an award-winning local nature reserve which is home to a range of woodland and lakeside walks and includes a variety of hides to suit all visitors; its Visitor Village scooped awards for Design and Innovation and Tourism and Leisure in 2011.

Located a short distance from the coastline, the Lake District and larger cities of Manchester and Liverpool, both of which have international airports, Preston is also one of the best connected cities in the country, making it easy to get across the UK by road, rail and air.

The city is well served by the M6 motorway both north (J32) and south (J31), and the University is half a mile from Preston railway station - a major hub on the West Coast Mainline and just under an hour away from Manchester Airport.



# Our campuses



## Preston Campus

Our main campus is located in the city of Preston in the heart of Lancashire, close to the major cities of Manchester and Liverpool, and just over two hours from London by train. Preston is a friendly, bustling place, with a lively atmosphere.

With ample shopping, cafés and snack bars, multi-screen cinemas, great pubs, art galleries and museums, there's plenty of opportunity for a varied social life. There are restaurants and bars to suit every taste and pocket; theatres and music venues featuring the latest acts; and colourful cultural festivals. There are many excellent parks and open spaces around Preston where you can unwind, including the beautiful Avenham Park with its riverside walk, and there are designated cycle lanes around the city. Preston is also within easy reach of fantastic countryside and stunning coastlines - you're close to the Ribble Valley and the Lake District, and within striking distance of the lively coastal resorts of Blackpool and Morecambe Bay.



## Burnley Campus

Our Burnley Campus features bright, spacious buildings and cutting-edge facilities. We're situated across three sites: Princess Way (shared with Burnley College), Victoria Mill (an iconic Grade II listed building located in the historic Weavers' Triangle area) and Sandygate Mill. A fourth site, Newtown Mill, is opening in 2024. Accommodation is available at Sandygate Hall.

Just a few minutes' walk away from the campus you can venture into vast expanses of scenic parkland. Burnley boasts six beautiful Green Flag parks. During your free time, the opportunities for leisure are endless. Go walking and cycling, enjoy a round of golf or take to the water on Thompson Park's boating lake.

Historic Towneley Park, once the deer park for the 15th century Towneley Hall, is the perfect spot for a quiet picnic and you can enjoy live music here during the summer months.



## Westlakes Campus

Our picturesque Westlakes Campus is based on the Westlakes Science and Technology Park in West Cumbria, just three miles from Whitehaven. Westlakes is a beautiful place to work. And when you're not hard at work, you'll have some of the country's most beautiful and dramatic landscapes on your doorstep, just waiting to be explored - from the Lake District to the Solway Coast.

You're within easy reach of the many restaurants, bars, supermarkets, high street stores and medical centres in nearby Whitehaven, which you can easily reach by public transport. Whitehaven also offers live music venues and a theatre. The nearby Lake District, England's largest national park, offers endless opportunities for adventure, including hiking, watersports or just soaking up the breathtaking scenery.



## Blackburn Campus (Training 2000)

In 2017 we joined forces with the Blackburn-based educational charity Training 2000, one of the largest Group Training Associations in the UK. With this strategic alliance we are set to become the leading provider of apprenticeships at all levels in the North West.

Training 2000 are specialists in apprenticeships and they've been working in partnership with industry for more than 50 years. By welcoming them on board, we've strengthened our position as the leading provider of the region's skills and employment needs. Their ever-expanding range of apprenticeships are giving organisations the chance to develop highly skilled staff by equipping them with practical skills and the opportunity to progress to a Degree Apprenticeship.



## London Campus

Our new hub in London offers courses designed to fit around the busy lifestyles of today's modern professionals. Adult learners can take advantage of the flexible educational opportunities on offer in one of the world's most exciting cities. University of Central Lancashire London is a partnership arrangement between ourselves and LCA Education Ltd, who deliver courses on our behalf leading to a University award.



## Cyprus Campus

Our campus in Larnaka, Cyprus offers a truly international experience. Here, students can study for a UK degree that offers the same balance of academic excellence and practical focus as we offer in Lancashire, while enjoying an incredible location on the beautiful southern coast on the island.

# A place where you can thrive

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If you're looking for a rewarding career where your work helps to transform lives, the University of Central Lancashire offers you opportunities to excel.

There are numerous opportunities for professional development here, including mentoring and coaching support for current and aspiring leaders. This is a place where you'll be given the support you need to grow, progress, realise your potential, and make a real difference to students' lives.



When you work for us you'll be able to enjoy an excellent range of rewards and benefits, including:

### **Leadership development**

Includes coaching, mentoring and networking opportunities to ensure that you're able to continually develop your skills, knowledge and leadership capabilities.

### **A healthy work-life balance**

Academic colleagues are entitled to 35 days annual leave (30 days for Professional Services colleagues), plus bank holidays and 4 additional discretionary days off over the Christmas period.

### **Financial benefits**

- All colleagues are eligible to join an occupational scheme
- There is also the opportunity to sign up to an Additional Voluntary Contribution (AVC) plan
- Discounted travel schemes
- Salary sacrifice scheme to help with the purchase of electric cars
- Discounts on shopping and services through Vivup

### **Staff networks**

We have supported the creation of five equality, diversity and inclusion (EDI) networks which all colleagues are welcome to join. At present these are the International Staff Network, LGBT+ Staff Network, Racial Equality Network, Staff Disability Network, and Women's Network.

### **Discounted sports membership**

All colleagues on our Preston Campus can access the Sir Tom Finney Sports Centre and Sports Arena for a small monthly fee, giving you access to gym and sports facilities, plus a programme of fitness classes. If you're based at our Burnley or Westlakes campuses, you'll have the chance to access nearby sports centres.

### **Support for your wellbeing**

You will have access to a range of support and resources to support your mental health and wellbeing, from trained counsellors to a faith and spirituality centre.



# Job description

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<b>Job title</b>	Head of Procurement
<b>School / service</b>	Financial Services
<b>Grade</b>	Management Band E, between £75-80,000
<b>Responsible to</b>	Chief Finance Officer
<b>Responsible for</b>	Procurement Team (6 staff)

## Job purpose

The post-holder will lead the University's Procurement Services function, working to transform it into a leading-edge and professional organisation through becoming more focused, integrated and disciplined through...

- creating a centrally coordinated, highly effective procurement function with strong execution capability.
- being highly credible through the delivery of substantial and sustainable savings.
- being an integral strategic partner with Schools, support functions and supply chain partners.

## Main duties and responsibilities

1. Lead the development and implementation of Category Plans which underpin the sourcing strategies of the University, and adopt a common approach for all tendered activity.
2. Have responsibility for leading the development of procurement policies and procedures, ensuring that key stakeholders are consulted; developed standards are approved and implemented; and non-compliance is addressed accordingly.
3. Ensure delivery of the University's strategic objectives for procurement process, e-sourcing and peer-to-peer (P2P) Systems, spend and market analysis, establishing and maintaining best-in-class sourcing programmes.
4. Implement and maintain a common approach to support devolved contracts management and improved supplier relationship management to maximise commercial benefits and drive innovation.
5. Have responsibility for the adoption of good management practices within the University to demonstrate our commitment to ethical conduct.
6. Lead a commercially focused, permanently staffed procurement function that operates collaboratively across the University.
7. Have responsibility for leading procurement programmes and negotiating high value and high risk contractual agreements.
8. Manage performance against the University's Procurement Strategy, business plans and organisational key performance indicators.
9. Leverage resources across all boundaries to support business goals, bringing all expertise to address University issues and being accountable for managing and developing resources.
10. Work with Financial Services to deliver budget efficiencies and maximise use of University funds.
11. Establish excellent and effective working relationships and proactively engage with the relevant stakeholders to ensure strategic and operational needs are fully understood and incorporated in the category strategies.
12. Lead, support and develop relevant team members, ensuring they are coached, trained and appropriately resourced to fulfil their responsibilities. Identify and develop relevant talent for succession management and maximise opportunities for progression within the function as appropriate.
13. Act as the procurement subject matter expert, and advise and support the senior management teams within the University.
14. Contribute to the Financial Services Enabling Strategy to ensure the Procurement Actions are completed.
15. Operate as a member of the Financial Services Management Team (FSMT).
16. Represent the University externally in relevant networks and with providers of services.
17. Undertake any other duties commensurate with the grade and role as determined by the Chief Finance Officer.



# Candidate profile

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## Work experience

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### Essential

- Substantial experience/track record of successfully delivering multiple high value/ risk procurement programmes using project management techniques.
- Experience of managing large and complex contractual arrangements.
- Experience of negotiating contract and commercial terms with market leaders on high value/high risk contracts.

## Education / Qualifications

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### Essential

- Membership of the Chartered Institute of Procurement and Supply (MCIPS) (or equivalent).
- A degree-level qualification.

## Skills / Abilities

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### Essential

- Outcomes and decision focused, with the ability to promote and deliver innovation to optimise service delivery and provide value for money.
- Collaborative, with the ability to influence change at both an operational and strategic level across the institution.
- Strong written and verbal communication skills appropriate for the effective performance of the role, and to communicate with, and influence, senior executives and academics.
- Good leadership qualities, with the ability to empower and inspire the service team to deliver excellent procurement outcomes.
- Excellent analytical, strategic and stakeholder management skills.
- Ability to advise and deliver procurement programmes and strategic sourcing strategies in line with procurement legislation and tendering principles.
- Ability to analyse both financial and non-financial information to identify commercial opportunities and develop business cases to obtain approvals.

- Ability to use technology such as e-sourcing, finance systems and Microsoft packages.
- Subject matter expert in respect of industry and market knowledge, including networking experience relating to designated categories of spend.
- Knowledge of contract and supplier management of high value strategic contracts.
- Self-awareness, with a drive for constant self-improvement and focus on leading high performing teams.

### Desirable

- Knowledge of public sector procurement regime, including, but not limited to, Public Contract Regulations 2015 and Concession Contracts Regulations 2016.

## Other

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### Essential

- An understanding of, and demonstrable commitment, to the University's Values: Achieving Together; Being Proud; Creating Opportunity; and Supporting All, as a framework for decisions, actions and behaviours.

### Desirable

- A mixed experience of both the private and public sector is an advantage, but not essential.

# How to apply

To apply please visit the University's People Team webpages at [uclan.ac.uk/jobs](https://uclan.ac.uk/jobs) where you will be asked to upload a CV and a covering letter.

Please submit your application by the end of **Sunday 25 August 2024**.

Shortlisted candidates will be notified they are being invited to interview by **Friday 30 August 2024**.

Interviews will take place on **Monday 16 September 2024**.

