

ROLE DESCRIPTION

1. JOB TITLE: **Procurement Officer**

2. CONTEXT

The role of Procurement Officer is designed to enable the effective operation of the ordering of equipment within the Engineering/Construction campuses.

3. MANAGEMENT ACCOUNTABILITY

Responsible to: Head of School

4. MAIN PURPOSE OF JOB

To provide effective stock control and storage, carry out price checks, and ordering of equipment and parts.

5. MAIN DUTIES AND RESPONSIBILITIES

- In conjunction with curriculum teams, monitor and maintain appropriate levels of stock to support curriculum delivery.
- Research and source appropriate suppliers to ensure stock availability and value for money.
- Process orders and check, monitor and verify purchase order, delivery receipts and invoices for Head of School authorisation.
- Monitor budget expenditure, producing information for managers to enable effective budget control.

6. GENERAL AND COLLEGE RESPONSIBILITIES

- Participate actively and flexibly in a range of College-wide activities, such as duty rotas, enrolment and marketing events and staff and student activities.
- Participate in training and team development activities to update skills and knowledge.
- All employees have a general duty in law to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions.

- Understand and be committed to the College's Health and Safety Policy statement and the College's safety priorities and be aware of his/her contribution to such priorities.
- Be aware of and comply with the health and safety legislation and other College requirements that are relevant to their post.
- Demonstrate commitment and enthusiasm to promote the principle of equality and diversity in employment and service delivery
- Be familiar with and promote the Equality and Diversity Policy
- Be familiar with Child Protection requirements as outlined in the Child Protection Policy and comply with its requirements to safeguard and protect the welfare of children and vulnerable adults
- Undertake such additional duties or projects as the Principal or line manager may determine from time to time, after consultation with the post holder.

NOTE: Please be aware that the duties and responsibilities outlined above are not exhaustive and may be varied from time to time after consultation with the jobholder. They do not form part of the jobholder's contract of employment.