

Luminate

EDUCATION GROUP

Job Description

Organisation:	Luminate Education Group
Primary Organisation Supported <i>(only use this field for LEG service member of staff)</i>	Finance
Core Job Role:	Procurement Officer
Job Title:	Procurement Officer
Reports to:	Group Head of Procurement
Grade	LC3
Date of compilation:	June 2023

ROLE SUMMARY:

The post holder will be part of the procurement administration team offering a customer focussed responsive and quality support service to the stakeholders within the Luminate Education Group (the "Group") business areas by ensuring efficient, accurate and timely processing of purchasing transactions.

SPECIFIC ROLE RESPONSIBILITIES:

- Will support both the Head of Procurement and the Procurement Manager in the maintenance of the supplier database, maintaining the contracts register, the raising of orders and administering records regarding ongoing tendering activity.
- At all times comply with Luminate Education Group Financial Regulations and Procedures and maintain a pro-active and diligent approach to fraud awareness.

CORE RESPONSIBILITIES:

- Support and assist the Head of Procurement and Procurement Manager with their day to day duties.
- Maintain the Supplier Database within the Financial System, processing requests for new suppliers for the Luminate Education Group, administering changes in bank details, reducing supplier duplication and ensuring that suppliers' financial and other information is accurate and authentic.
- Process requests for new purchase cards, changes to card limits and assist in user training for card holders on how to upload, review and approve purchase card transactions. Be the first line of support for use queries with regards problems encountered with the use of their purchase cards.
- Assist with the creation and processing of requisitions for goods and services ensuring that the value for money processes prescribed within the Financial Regulations are followed.

5. Administer processes for conversion of requisitions into purchase orders and their distribution to suppliers.
6. Advise and assist budget holders with processes for obtaining quotations for the supply of goods and services and with decision-making about acceptance of quotations.
7. Undertake Purchasing Card transactions where appropriate for the purchase of goods, travel and services in support of college operations where budget holders do not have access to departmental cards with adequate expenditure limits.
8. Ensure cardholders complete Purchasing Card monthly transaction records, verify receipts and match transactions to appropriate expenditure accounts and cost centres in order to support the cost allocation process.
9. Take account of the Group's Purchasing Policy in relation to all purchasing and supplier relationship activities.
10. Contribute to the annual programmes of procurement performance and service improvements and value for money reviews. |

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody our Organisational Culture:

Few rules & clear boundaries

The ability to be creative, within areas of focus.

Ownership & performance

Using our robust business planning model to allow areas to have clear ownership over their vision and remit.

Energy & enjoyment

Fostering an environment that enables our people and learners to be brave, interact and have fun.

Creative & reflective

Always hungry to learn and looking ahead to see what is on the horizon.

Passion & ambition

Encouraging all to think aspirationally, inspiring others to do the same.

Collaborative & responsive

Proactively seeking opportunities to create synergies and positive outcomes for all.

Person Specification

Job Title:	Procurement Officer
Department	Finance

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation,
C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q2. Literacy and numeracy at Level 2 or equivalent.	A / C
D	Q2. A recognised qualification at Level 3 in a CIPS or similar, or the ability to demonstrate experience/knowledge of the procurement function.	A / C
Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Experience of using Microsoft Office systems and databases, (Word, Excel, Outlook etc.)	A / I
D	EK2. Experience working within the procurement function.	A / I

D	EK3. Familiar with Agresso Business World finance package or a comparable complex finance system.	A / I
D	EK4. Knowledge of the Group's Financial Regulations and Financial Procedures.	A / I
D	EK5. Experience of commercial relationships between purchasers and suppliers.	A / I
D	EK6. Experience of web-based procurement.	A / I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Relates effectively to others, both one to one and in teams, effective in giving and receiving messages both face to face and in writing.	A / I
E	SC2. Highly organised with the ability to work to demanding deadlines and deliver outcomes in an accurate and timely manner – and in accordance with relevant statutory and regulatory requirements.	A / I
E	SC3. Ability to cope with continuous and complex changes, to be flexible and to handle high levels of uncertainty.	A / I
E	SC4. Ability to exercise absolute integrity in respect of confidential matters and to ensure that any specified procedures for ensuring the security and confidentiality of information are always maintained.	A / I
E	SC5. Takes responsibility for own development.	A / I
E	SC6. Continually exudes optimism and a “can do” attitude.	A / I
D	SC7. Ability to create new ideas and perspectives, see possibilities and challenge established practices in constructive ways.	A / I
Behavioural, Values and Ethos		

Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Support and promotion of equality, diversity and inclusion	A/I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I