



## **JOB DESCRIPTION**

**Procurement and Supply Chain Analyst  
Professional 4 (P4)  
Finance Office  
Permanent**

### **Dublin City University**

Dublin City University (DCU) is a young, ambitious and vibrant university, with a mission 'to transform lives and societies through education, research, innovation and engagement'. Known as Ireland's 'University of Enterprise', DCU is a values-based institution, committed to the delivery of impact for the public good. DCU was named Sunday Times Irish University of the Year 2021.

DCU is based on three academic campuses in the Glasnevin-Drumcondra region of north Dublin. More than 18,000 students are enrolled across five faculties – Science and Health, DCU Business School, Computing and Engineering, Humanities and Social Sciences and DCU Institute of Education.

DCU is committed to excellence across all its activities. This is demonstrated by its world-class research initiatives, its cutting-edge approach to teaching and learning, its focus on delivering a transformative student experience, and its positive social and economic impact. The university continues to develop innovative programmes in collaboration with industry, such as the DCU Futures suite of degrees, which are designed to equip graduates with the skills and knowledge required in a rapidly evolving economy.

DCU's pursuit of excellence has led to its current ranking among the top 2% of universities globally. It is also one of the world's Top Young Universities (QS Top 100 Under 50, Times Higher Top 150 Under 100). In the Times Higher Education University Impact Rankings 2021, DCU ranked 23rd in the world for its approach to widening participation in higher education and its ongoing commitment to eradicating poverty, while it ranks 38th globally for its work in reducing inequality and 89th globally for gender equality.

The university is ranked 23rd in the world and first in Ireland for its graduate employment rate, according to the 2020 QS Graduate Employability Rankings. Over the past decade, DCU has been the leading Irish university in the area of technology transfer, as reflected by licensing of intellectual property.

## **Overview of the department**

The Finance Office has overall responsibility for the financial environment within the University and provides a comprehensive range of services to DCU Faculties, Schools, Research Centres, Support Departments and thirteen wholly owned commercial companies.

## **Role Profile**

This Procurement and Supply Chain Analyst role is part of the Finance Office Central Procurement Team, and supports the team delivering procurement and supply chain objectives across the University and the DCU Commercial Group of companies. The role represents an exciting opportunity for the ideal candidate to work across a range of expenditure categories, for goods, services and works, with overall annual values typically in the order of €90m.2 The Procurement and Supply Chain Analyst role will report to the Strategic Procurement and Supply Chain Manager and will liaise closely with other Finance Office teams, colleagues within the University and subsidiary companies, and also with external stakeholders.

## **Duties and Responsibilities**

The duties and responsibilities of the position include, but are not restricted to, the following:

- Responsible for the review and approval on-line within the Agresso financial system of purchasing expenditure requests, ensuring that the procurement process is appropriate and in line with DCU policies and regulations.
- Preparation, analysis and collation of financial reports from the Agresso financial system data and other sources that assists the procurement team in delivery of responsibilities, including across procurement planning, compliance, contract management, and supply chain management.
- Summarise responses to tenders and prepare submissions for the Procurement Team.
- Assist the Procurement Team in tender competitions, in the building of specifications, and with engagements with central procurement government agencies.
- Assist the Strategic Procurement and Supply Chain Manager and the Procurement team in the preparation of procurement analysis packs in advance of scheduled meetings with internal departments, schools, research centres, and subsidiary companies.
- The preparation of expenditure projections and aggregation analysis, and develop proposals for value for money solutions.
- Preparation of monthly KPIs and work plan status reports for the Strategic Procurement and Supply Chain Manager.
- Provide assistance in responding to both internal and external audit requests, including ensuring requested documents are available and/or exchanged through secure audit portals.
- Assist in the review of product code listings on the Agresso financial system, to ensure categorisations are kept up to date and provide for multi-level reporting outputs.
- Assist in the development of Finance Systems upgrades, enhancements and process developments, as they relate to the procurement to pay cycle, such as undertaking end user acceptance testing.
- Assist the Procurement Team to ensure that procurement information is up-to-date and accurate on the DCU website, as well as ensuring all automatic alerts from financial systems to third parties are updated as required and functioning appropriately.
- Provide tier 1 support for queries submitted via central contact points for the Procurement Team

- Support the Procurement Team in system and process improvements in line with the Finance Office strategy, to ensure service levels are delivered in line with required expectations.
- Contribute to team project initiatives including those relating to sustainable and green procurement, and engaging with the supply chains on related matters.
- Maintain an accurate and up-to-date register of national, sectoral and local frameworks, as well as a contracts register.

Any other duties that may be assigned to the role.

## **Qualifications and Experience**

### **Essential Criteria**

Candidates must have a Primary Degree or equivalent (NFQ Level 7) in an appropriate area plus three years' relevant experience in a similar procurement and/or supply chain role.

### **Desired Criteria**

- Excellent written and oral communication skills.
- Excellent interpersonal skills and ability to collaborate and build positive relationships with other colleagues and external stakeholders.
- Ability to work flexibly, effectively and under pressure to ensure tasks are finalised to strict deadlines.
- Strong attention to detail to ensure completeness and accuracy of information
- Self-motivated and proactive, with the ability to organise, co-ordinate and progress the tasks associated with the role on an independent basis.
- Ability to work effectively on an individual basis and as part of the team, offering assistance to colleagues when required, and ensuring services are delivered in accordance with the University's requirements.
- An active interest in learning new processes and systems.
- Experience in delivering quality services to internal departments as part of a procurement and/or supply chain function.

The role may change in line with Department / University requirements and developments. The successful candidate will be expected to show flexibility in line with any changes which may occur.

### **Essential Training:**

The post holder will be required to undertake the following mandatory compliance training: Orientation, Health & Safety and Data Protection (GDPR). Other training may need to be undertaken when appropriate