



## **JOB DESCRIPTION**

### **Procurement and Supply Chain Manager Professional 6 (P6) Finance Unit Permanent Contract**

#### **Dublin City University**

Dublin City University (DCU) is a leading innovative European University. It is proud to be one of the world's leading Young Universities and is among the world's top 2% globally. DCU is known as Ireland's University of Impact, with a mission to 'transform lives and societies' and focuses on addressing global challenges in collaboration with key national and international partners and stakeholders.

DCU has over 20,000 students in five faculties spread across three academic campuses in the Glasnevin-Drumcondra area of North Dublin. Thanks to its innovative approach to teaching and learning, the University offers a 'transformative student experience' that helps to develop highly sought-after graduates. DCU is currently No. 1 in Ireland for Graduate Employment Rate, and for graduate income (CSO).

DCU is a research-intensive University and is home to a number of SFI-funded Research Centres. The University participates in a range of European and international research partnerships. DCU is also the leading Irish university in the area of technology transfer as reflected by licensing of intellectual property.

As a 'People First' institution, DCU is committed to Equality, Diversity and Inclusion - a University that helps staff and students to thrive. The University is a leader in terms of its work to increase access to education, and is placed in the world's Top 10 for reducing inequalities in the Times Higher Education Impact Rankings.

#### **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, Professional Support Departments and the DCU Commercial Group of Companies.

#### **Role Profile**

The Procurement and Supply Chain Manager will be responsible for providing best practice procurement support for a range of activities within the procurement function of the Finance Office and the University as a whole. This person will be a key member of the Central DCU Procurement Team operating at a senior level.

The Procurement and Supply Chain Manager will report to the Strategic Procurement and Supply Chain Manager and will liaise closely with other Finance Office teams, colleagues within the University and with external stakeholders.

## **Duties and Responsibilities**

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

### Procurement Expertise

- Manage end-to-end procurement processes for assigned University contracts across a broad and diverse range of procurement categories such as professional services, ICT, facilities management, estates and capital development, and laboratory and research.
- Conduct market analysis and identify where efficiencies can be made.
- Identify opportunities for the achievement of cost savings through procurement and supply chain management.
- Maintain awareness of supplier non-compliance/performance to plans and service levels, taking timely remedial action and intervening as appropriate through a structured contract management programme.
- Manage supplier relationships and supply chain risk, ensuring contract terms and service level agreements achieve maximum benefit to DCU.

### Strategic Awareness

- To shape and manage the execution of the strategic objectives for the procurement and supply chain management function in line with the DCU Finance Office Strategic Plan.
- Assist with the development and maintenance of procurement policies and processes that support the University's strategic and business objectives.
- Maximise value for money through highly focused cost optimisation programmes in close co-operation with suppliers and internal stakeholders.

### Collaboration and Communication

- To provide procurement advice and guidance to buyers in a procurement environment where purchasing is devolved to the various faculties, departments, business units and companies within DCU group.
- Partner with internal clients in the University and the DCU Commercial Group to implement best practices, drive value for money, and develop and maintain functional and category-based procurement plans.
- Manage relationships with the Office of Government Procurement and its sourcing partners, including the Education Procurement Service, ensuring that sourcing requirements are met on a timely basis.

### Service Excellence

- Ensure that the highest standards of compliance with EU and Irish legislation, relevant government circulars and DCU policies in this area.
- Promote the customer-focused delivery of the procurement and supply chain

management service is delivered in a customer-focused manner to the University and to the companies within the DCU Commercial Group.

- Assist the development of enhanced management information within the financial systems to enhance the control, analysis and reporting of expenditure, savings obtained and performance of suppliers. Support the implementation of sustainable procurement best practice across DCU's procurement and supply chain activities.

Ensure that the requirements of the Statutory Auditor (Comptroller and Auditor General), commercial auditors and Internal Audit are met on a timely basis.

## **Qualifications and Experience**

### **Essential Criteria:**

- Primary Degree or equivalent (NFQ Level 7) in an appropriate area.
- Five years' relevant experience in a similar senior role in an organisation with similar scale and complexity.
- Individuals will be able to demonstrate a track record showing progress and achievements in increasingly senior roles in other relevant employment as well as experience of defining and running successful procurement projects.

### **Highly Desirable Criteria:**

- Significant experience of operating within public procurement regulations with strong understanding of associated processes and compliance requirements

### **Other key attributes include;**

- Demonstrated ability to lead and manage within a fast paced dynamic and changing environment.
- A strategic planner with a track record in clearly setting, monitoring and achieving goals.
- Proven ability to achieve continuous process improvement in procurement and supply chain management.
- Ability to build positive relationships with colleagues in the DCU group and key external stakeholders.
- Comprehensive knowledge of the management information required for an effective procurement and supply chain management process.

## **Personal Characteristics**

- Strong IT focus and skill set
- Strong attention to detail.
- Excellent interpersonal skills, written and oral communication skills.
- Initiative and ability to work independently.
- Excellent influencing, persuasion and negotiating skills.
- Outstanding Technical/Professional knowledge

- Demonstrable problem-solving ability.
- Have a strong customer and commercial focus

### **Essential Training**

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