



JOB DESCRIPTION

Strategic Procurement and Supply Chain Manager

Finance Unit

Permanent Contract

Introduction

Dublin City University (www.dcu.ie) is a research-intensive, globally-engaged, dynamic institution that is distinguished by both the quality and impact of its graduates and its focus on the translation of knowledge into societal and economic benefit. DCU prepares its students well for success in life, and in the workplace, by providing a high-quality, rounded education appropriate to the challenges and opportunities of the 21st century. As Ireland's University of Enterprise and Transformation, DCU is characterised by a focus on innovation and entrepreneurship and a track-record of effective engagement with the enterprise sector, including commercial, social and cultural enterprises. Excellence in its education and research activities has led to DCU's consistent position in the rankings of the world's top young universities.

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 Strategic Procurement and Supply Chain Manager role is a key role in the Finance Office team to support the University and the DCU Commercial Group of companies in the achievement of the DCU Group's strategic objectives.

Key aspects of the role include:

Reporting to the Deputy Director of Finance or his / her nominee the Strategic Procurement and Supply Chain Manager will have a key role in the following responsibilities:

- To set 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.
- To provide the overall management of a small centralised procurement and supply chain management function where purchasing is devolved to a large number of buyers in various faculties, departments, business units and companies within DCU group.

- Ensure that the highest standards of compliance with EU and Irish legislation, relevant government circulars and DCU policies in this area.
- Ensure that procurement and supply chain management policies and processes support the University's strategic and business objectives.
- Ensure optimum operational efficiency through effective supply chain management.
- Identify opportunities for the achievement of cost savings through procurement and supply chain management.
- Manage the interface between the University and the Office of Government Procurement and the Education Procurement Service, ensuring that information requirements are met on a timely basis.
- Ensure that the procurement and supply chain management service is delivered in a customer focussed manner to the University and to the companies within the DCU Commercial Group.
- Lead 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.
- Manage the supply chain risk and improve sustainability.
- 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:

Candidates must have a Primary Degree or equivalent (NFQ Level 7) in an appropriate area.

Candidates must have five years' relevant experience in a similar senior role in an organisation with similar scale and complexity.

Desired Criteria

Other key attributes include;

- Be an experienced Procurement professional with relevant qualifications
- A thorough understanding and experience of public procurement is a prerequisite of the role.
- Significant experience in in a similar senior role in an organisation with comparable scale and complexity.
- 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.
- Comprehensive knowledge of the management information required for an effective procurement and supply chain management process.

Personal Characteristics

- Strong attention to detail.
- Excellent interpersonal skills, written and oral communication skills
- Initiative and ability to work independently.
- Excellent influencing, persuasion and negotiating skills.

- Ability to build positive relationships with colleagues in the DCU group and key external stakeholders.
- Excellent leadership skills.
- Demonstrable problem solving ability.
- Have a strong customer focus.

Mandatory 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 required.