



JOB DESCRIPTION

Procurement and Supply Chain Analyst Finance Department 11-month fixed term contract

Dublin City University

Dublin City University (www.DCU.ie) 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 and Transformation', it is committed to the development of talent, and the discovery and translation of knowledge that advances society and the economy. DCU is the Sunday Times Irish University of the Year 2021.

The University is based on three academic campuses in the Glasnevin-Drumcondra region of north Dublin. It currently has more than 18,000 students 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 creating a transformative student experience, and its positive social and economic impact. This exceptional commitment on the part of its staff and students has led to DCU's ranking among the top 2% of universities globally. It also consistently features in the world's Top 100 Young Universities (currently in QS Top 70 Under 50, Times Higher Top 150 Under 100).

DCU is placed 84th in the world, in the Times Higher Education University Impact Rankings – measuring higher education institutions' contributions towards the UN Sustainable Development Goals. Over the past decade, DCU has also 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 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.

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 supports 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.
- Support the Procurement Team in tender competitions, in the building of specifications, and with engagements with central procurement government agencies.
- Assist and support 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 support 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.
- Support 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.

Training opportunities across public procurement and supply chain will be provided to the ideal candidate during the period of contract.

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.

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 appropriate.

Competencies required

The candidate will be assessed under the following competencies;

Building & Maintaining Relationships: Has the ability to develop and maintain good working relationships with colleagues and others, within and outside the organisation.

Team Working: Willingly shares tasks and information with others; understand the team's goals and is committed to achieving these.

Personal Effectiveness/ Excellence: Continuously strives to achieve high standards in the completion of tasks and in approach to working with people.

Knowledge of Processes & IT Skills: Demonstrates excellent IT skills and knowledge of procurement and supply chain processes.