

ROLE PROFILE

Role Title:	Graduate Procurement Analyst
Directorate	Finance and Growth
Department:	Procurement
Role Purpose:	<p>In this particular role, you'll support the Senior Procurement Business Partner and the wider procurement team and organisation through specialist analysis of all organisation's procurement activity.</p> <p>You will ensure that the pillars of the Corporate Plan (Making What Matters Brilliant; People Focused, Investing in Homes, Service First, Growth and Partnerships, Safe and Strong) are considered in all your activity.</p>
Reporting to:	Procurement Business Partner – Operations
Responsible for:	N/A
Disclosure level:	N/A
Role Level:	Detail the Behaviours & Standards level that this role sits at: <u>Frontline Worker</u>

Key Role Responsibilities	<p>In particular, your role will include:</p> <ul style="list-style-type: none"> • Support the Procurement Business Partners in analysing all mechanisms of procurement spend (procurement card, purchase order, invoice spend) across the organisation. • Support the delivery of analytics (data, research, evidence and insight) on procurement mechanisms of spend in order to help the business improve commercial decision making • Assist in the delivery of improvements to the systems used by the procurement team to ensure efficient and effective work practices • Assist in developing improved management information and data analysis from which we can report to the business on procurement behaviours throughout the organisation • Maintain accurate records/files both hard copy and electronic within Midland Heart systems
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	<ul style="list-style-type: none"> • Liaise with internal employees/key stakeholders, procurement staff and external suppliers where appropriate and build excellent relationships • Maintaining key databases with data on spend, waivers, and any other information which enables procurement to understand the entire spend profile of the organisation • Make recommendations for improvement/efficiency • Assist from time to time with any other work or special project as may be assigned
Education, Qualifications and Training	<ul style="list-style-type: none"> • Educated to a degree level or equivalent • Working toward CIPS/MCIPS is desirable
Knowledge and Experience	<ul style="list-style-type: none"> • A strong interest in procurement • Demonstrable experience using Office365 to an intermediate/advanced level (Excel, Word, Powerpoint) • Demonstrable ability to navigate IT software and hardware with ease and able to learn new systems.
Role Specific Skills & Behaviours	<ul style="list-style-type: none"> • Ensure work is completed accurately and to time to help manage procurement and legal risk. • Good communication skills and ability to influence people • Ability to manage multiple demands and priorities • Ability to maintain confidentiality • Ability to influence and manage difficult conversations • Experience of communicating to individuals at different levels within an organisation • Experience of building successful relationships with key stakeholders. Ability to manage your own time and multi-task