

Job Description

Job Title:	Contract Management Admin Support (Estates)		
Department:	Estates	Location:	UHI NWH
Grade:	NSUP09-12 (£25,875 - £27,431)		
Report To:	Estates Manager		

Job Purpose

To provide procurement and administrative support to the Estates and Campus Services (E&CS) teams concerning planning and executing of E&CS-related procurement exercises, contract management, contractor communications and contract expenditure monitoring.

The role will liaise with representatives of Advanced Procurement for Universities and Colleges (APUC) to establish compliantly procured contracts for a range of E&CS functions and then shall work closely with those teams to ensure the efficient switchover and implementation to those new contracts.

The role also involves managing the E&CS team's electronic document system, ensuring all documentation is organised within SharePoint, easily accessible, and consistently accurate and up to date.

Context

The role will join an estates team led by an Estates Manager whose function is to ensure the safe and reliable running of the UHI NWH estate. The role will also support the contracting requirements of a campus services team led by a Campus Services Manager.

Key Accountabilities

The role holder shall report directly to the Estates Manager operating under the Head of Infrastructure.

Duties and responsibilities

The following duties and responsibilities are intended to give a broad indication of the variety of tasks the post holder may be asked to undertake. It should be noted that a job description is not an exhaustive list of activities, and staff may be asked to carry out other duties commensurate with the level of the post. The job description may also be amended to take account of changed circumstances, and staff will be consulted when this is necessary.

General

- Proactively contribute to own personal development and supporting the wider sustainability of UHI North, West and Hebrides;
- Contribute to UHI's climate, biodiversity, and sustainability goals, including net-zero by 2040;

- Ensure consistency and equality at all times and proactively engage in UHI North, West and Hebrides values of trust, integrity and excellence.
- Ensure the health and safety of self and others and compliance with safeguarding, data protection requirements and all college policies;
- Work collaboratively with colleagues to ensure a whole college focus and approach

Job Specific Duties

- Contractor management and administrative support to procurement exercises.
 - Preparing scopes of work to support procurement exercises
 - Responding to contractor queries during procurement exercises.
 - Support APUC through procurement by providing information as required
 - Manage on-going contracts including issuing works instructions, costs monitoring, invoicing
 - Supporting APUC through contract renewals in a timely manner.
 - Willing to build procurement competency through training as required.
- Electronic document control and record keeping
 - ensuring all contract documentation is well organised within a sensible and intuitive shared document management system.
 - Ensure all documents and easily accessible, maintained accurate and up to date
 - Contribute to the updating and maintaining of accurate records of works, ongoing and planned, currently controlled in a shared spreadsheet but migrating to a computer aided facilities management platform.
- To attend first aid training and provide first aid cover across their local NWH site.
- To attend fire warden training and undertake fire warden duties across their local NWH site.

This list of duties is not intended to be exhaustive but simply highlights several of the major tasks of the post. The post holder may be required to undertake additional duties, which might reasonably be expected of them, and which form part of the function of the post.

Terms and Conditions

This post is governed by Support Staff terms and conditions, which are subject to collective bargaining processes.

Appendix: Personal Attributes Framework

Leadership

- Acts with confidence guiding the activities of colleagues, students and/or visitors
- Demonstrates a positive attitude to new ways of working and when faced with difficult situations
- Understands importance of having a strong sense of purpose and common goal
- Understands how own role contributes towards meeting organisational goals
- Takes responsibility and is accountable for own actions
- Is able to objectively assess own strengths and limitations
- Delivers a friendly and professional service to learners, customers and staff
- Reflects positively on feedback and responds proactively
- Ensures colleagues and line managers are kept informed of activities
- Listens effectively and shows empathy to others' needs and feelings

Teamworking/Communication

- Gives guidance and support to colleagues when it is needed.
- Asks for and accepts help when needed.
- Readily shares information, knowledge and expertise within own teams and across teams.
- Establishes effective working relationships inside and outside the college.
- Is polite, tolerant and patient, treating all with dignity and respect.
- Helps others to learn through encouragement and feedback.
- Works collaboratively with team and other functions to achieve a successful outcome.
- Listens to and respects others' views and opinions.

Performance

- Seeks ways to improve own learning and self-development
- Takes responsibility for managing own time and area of work.
- Seeks clarity when uncertain about information/instruction.
- Prioritises workload and is able to deal with changing requirements.
- Takes personal responsibility to ensure continuous professional development of skills and knowledge.
- Seeks and analyses feedback and takes positive action.
- Keeps customers updated on progress
- Aims to deliver agreed targets to timescale
- Manages customer expectations diplomatically and tactfully
- Pursues service excellence in line with college vision, commitments and standards
- Takes responsibility for following through on customer enquiries
- Supports and promotes a customer focused culture.

Person Specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> No specific qualifications are required for this post. 	<ul style="list-style-type: none"> Training or qualifications in procurement
Experience	<ul style="list-style-type: none"> Experience of working in a professional office environment. Experience of dealing with people in a customer service / customer facing position. 	<ul style="list-style-type: none"> Experience of supporting public procurement exercises
Knowledge & Skills	<ul style="list-style-type: none"> Good level of IT literacy across a range of computer systems. Ability to manage workload, prioritise tasks and meet deadlines. 	<ul style="list-style-type: none"> Knowledge of public procurement regulations and processes. Good organisational skills Good team working skills Knowledge of the latest H&S Legislation.
Personal Qualities*	<ul style="list-style-type: none"> Ability to act as ambassador for the College in high level external contexts Also: see personal attributes framework 	
Other	<ul style="list-style-type: none"> Commitment and ability to undertake and/or continue professional development in a relevant discipline Clean driving licence Be willing to work flexible hours when necessary to meet requirements of the post Be willing to regularly travel on College business, between centres, UHI and within Scotland Satisfy appropriate Disclosure Scotland checks 	

*Please note that the personal qualities, whilst desirable, will not be considered when shortlisting in line with the essential criteria for the role.

KEY TERMS AND CONDITIONS OF EMPLOYMENT

Hours of Work	This post is for 35 hours per week but you may be required to work additional hours to meet service requirements. The normal full-time working week is one of 35 hours.
Duration	This a full-time, temporary post for 12 months
Salary	The salary for this post is on Support Scale Point 9-12, (£25,875 - £27,431 per annum)
Holidays	33 days in a full year plus 12 public/general holidays, pro-rata for part-time workers.
Location	The position will be based primarily at our Thurso, Fort William or Stornoway Campus, but you may be required to work in any campus of UHI North, West and Hebrides.
Pension	You will be contractually enrolled into the Local Government Superannuation Scheme. Further details are available upon appointment.
References/ Medical Assessment/ PVG Check	For external candidates' appointment will be subject to references and a PVG check, which will be taken up after an offer has been made.

UHI North, West and Hebrides, an equal opportunities employer, is a registered charity which exists to provide Further and Higher education.

