



PROCUREMENT BUSINESS PARTNER

22.2 hours per week

The British Geological Survey (BGS) is one of the world's leading and forward thinking geological science institutes with a focus on both public good science for government and geoscientific research to understand earth and environmental processes. A vacancy has arisen for a highly motivated Procurement Business Partner (part-time) to be based at our Headquarters in Keyworth, Nottingham.

You will play a key role in providing a professional procurement business support function across a variety of science disciplines including marine, seismology and laboratory services including a large Capital project UKGEOS where you will need to work closely with the existing project team.

In addition, you will be acting at the interface between BGS and the UK Shared Business Services (UKSBS). UKSBS provide transactional procurement services and manage the competition and tendering processes.

You will also provide guidance to BGS budget holders on procurement best practices and public sector procurement regulations and legislation. This includes crown commercial contacts and facilities management procedures.

Member of the CIPPS or actively studying (part qualified), you should also have considerable recent experience of managing or playing a key role in the procurement function at an organisation together with procurement experience at a public sector organisation subject to Government or other Public/University sector that has similar controls.

In order to succeed, you must quickly establish and develop positive working relationships with scientists across BGS and with UKSBS therefore you must be able to communicate, negotiate and be confident in presenting information to stakeholders.

The role will be based with the Finance team however you will also be expected work closely with the Contracts team and also be able to work independently with staff throughout the Survey. You must also be flexible be able to occasionally travel to other BGS sites in the UK. This could potentially be one trip per month and may involve an overnight stay.

This is an open ended, part time appointment working 22.2 hours per week with a flexible working pattern, subject to being split over a minimum of 3 days per week. Starting salary will be between £28,200 per annum to £30,600 per annum (pro-rata), depending on qualifications and experience. A generous benefits package is also offered, including a company pension scheme, free parking, childcare allowance, 30 days annual leave plus 10.5 days public and privilege holidays (pro-rata)



Applications are handled by the RCUK Shared Services Centre; to apply please visit our job board at http://www.topcareer.jobs/Vacancy/irc243232_7661.aspx and submit your up-to-date C.V. and covering letter, which clearly outlines why you are applying for this post and how you meet the criteria described in this advertisement. Applicants who would like to receive this advert in an alternative format (e.g. large print, Braille, audio or hard copy), or who are unable to apply online should contact us by telephone on 01793 867003, Please quote reference number IRC243232.

Closing date for receipt of CV's is 26 November 2017.

From April 2018, BGS, a component institute of the Natural Environment Research Council, will become part of UK Research and Innovation. UK Research and Innovation will bring together the seven UK Research Councils, Innovate UK and a new organisation, Research England. The vision for the new organisation is to be the best research and innovation organisation in the world. More information can be found online at <http://www.ukri.org>. From April 2018, you will be employed by UK Research and Innovation.

The Natural Environment Research Council is an equal opportunities employer and welcomes applications from all sections of the community. People with disabilities and those from ethnic minorities are currently under-represented and their applications are particularly welcome. The British Geological Survey is an Investors in People organization and has achieved Bronze status for Athena Swan – a scheme that recognizes excellence in women's employment in science, technology, engineering, maths and medicine (STEMM) in UK higher education. There is a guaranteed Interview Scheme for suitable candidates with disabilities.

