

JOB DESCRIPTION



Job Title: Procurement Support Officer
Department: Finance and Procurement
Faculty/Central Service: Central Service
Location: London
Reports to: Head of Procurement
Full Time/Part Time/Casual: Full-time
Grade: Grade 4
Overall Purpose of the job: The Procurement Support Officer is part of a team delivering the procurement function across the School. The role holder is responsible for supporting procurement across the School (with the Procurement Officer & Head of Procurement). S/he is responsible for managing projects and contracts, and conducting tendering activities and processes. The role holder will drive savings through the embedding of good procurement practices, and in accordance with the delivery of central procurement policies and the School's operational plan The role holder will look to support the move of the Procurement Department to a category based structure.

General Information

The London School of Hygiene & Tropical Medicine (LSHTM) is one of the world's leading public health universities.

Our mission is to improve health and health equity in the UK and worldwide; working in partnership to achieve excellence in public and global health research, education and translation of knowledge into policy and practice.

Staff and students are committed to helping create a more healthy, sustainable and equitable world for everyone, because we believe our shared future depends on our shared health.

We embrace and value the diversity of our staff and student population and seek to promote equity, diversity and inclusion as essential elements in contribution to improving health worldwide. We believe that when people feel respected and included, they can be more creative, successful, and happier at work. While we have more work to do, we are committed to building an inclusive workplace, a community that everyone feels a part of, which is safe, respectful, supportive and enables all to reach their full potential.

To find out more please visit our [Introducing LSHTM page](#).

Our Values

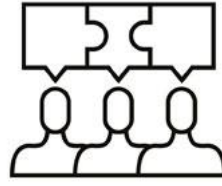
Our values establish how we aspire to achieve our mission both now and in the future - demonstrating what it means to work and study at LSHTM. Please visit our [LSHTM Values page](#) for further information.



**Act with
integrity**



**Embrace
difference**



**Work
together**



**Create
impact**

Main Duties and Responsibilities

- Managing and channelling tendering activity through the Mercell e-tendering portal.
- Manage the procurement elements of projects on behalf of key stakeholders. Ensure compliance with statutes, where appropriate
- Ensure that all policies and procedures are legally compliant, including the reviewing of terms and conditions in relation to projects
- Be available for support for Tech One end-users.
- Support the procurement team and raise the profile of the function and its roles across the faculties and in the supply chain
- Benchmark services and market test certain categories of spend to evidence and support value for money principles
- Ensuring that Science Warehouse supplier price files are reviewed and updated daily.
- A major contributor to formal Tech One/ Science Warehouse end-user training (part of the TED programme)
- Assist in moving the faculty to a more category based approach to procurement
- Support a review of spend and recommendations on its future direction and operation
- Support knowledge transfer in the procurement function
- Undertake any other duties as reasonably delegated by your line manager
- Manage your own continuous professional development, internal collaborations and external networks, in order to contribute to service quality, research excellence and innovation
- Demonstrate the School's values through your behaviour at work, including your duties and responsibilities in respect of equality and diversity, health and safety, data protection, and any other legislative requirement
- To cover for the Head of Procurement in times of absence

Generic duties and responsibilities of all LSHTM employees

This job description reflects the present requirements of the post but may be altered at any time in the future as duties and responsibilities change and/or develop providing there is consultation with the post-holder.

The post-holder will carry out any other duties, tasks or responsibilities as reasonably requested by the line manager, Dean of Faculty, Head of Department or Head of Professional Service.

The post holder will be responsible and accountable for ensuring all LSHTM policies, procedures, regulations and employment legislative requirements are adhered to including equality and diversity and health and safety.

This job description is not a definitive or exhaustive list of responsibilities but identifies the key responsibilities and tasks of the post holder. The specific objectives of the post holder will be subject to review as part of the individual Performance and Development Review (PDR).

PERSON SPECIFICATION

This form lists the essential and desirable requirements needed by the post holder to be able to perform the job effectively.

Applicants will be shortlisted solely on the extent to which they meet these requirements.

Competency	Evidence	E / D
Education, Qualifications and Training	Be studying for CIPS qualification or have equivalent work experience	D
	Hold an undergraduate degree or equivalent	D
Experience	Working in a procurement and supplies function in the public or private sector	E
	Working in a support role in a commercial environment	E
	Understanding and interest in electronic procurement systems	E
	Interest in procurement compliance issues and understanding	E
	Experience of conducting mini competitions against existing Framework Agreements	E
	Fully conversant with e-tendering tools, in particular Merccell	E
	Supporting and delivering business change	D
	Working in a customer focused and results orientated environment	E
	Resource planning	D
	Team working	E
	Using a network of key individuals to secure important business information and influence broad organisational change	E
Knowledge	An understanding of industry developments in procurement and sourcing	E
	An understanding of procurement law and contract management processes	E
	Good working knowledge of end to end tendering processes and procedures	E

	• Practical working knowledge of the functionality of e-tendering tools and the ability to navigate within the portals	E
	• The dynamics of higher education and academic endeavour	D
General	• A focus on results, repeated effort and resilience	E
	• The ability to absorb requirements and successfully apply these to procurement management practices	D
	• Confidence in operating in an environment of change	D
	• Good communication skills: verbal, written and in presentations. The ability to sell ideas or benefits and build persuasive arguments based on data, logic and the objective merits of situations	E
	• The ability to build and sustain effective professional working relationships with suppliers and the wider business community	E
	• A strong customer focus — demonstrating a thorough understanding of customer needs	E
	• The ability to manage multiple projects simultaneously, and prioritise workloads	E
	• The ability to look for opportunities for improvement and to suggest action to achieve change	D
	• Good IT skills and the ability to extract /analyse data from procurement management systems.	E
	• The ability to work under pressure to strict deadlines and with minimum supervision	E
	• Skill in coaching staff to build their capacity, capability and confidence in dealing with procurement issues	D

E-Essential: Requirement without which the job could not be done

D-Desirable: Requirements that would enable the candidate to perform the job well

Date compiled: Aug 2026

Salary and Conditions of Appointment

The post is permanent and full-time 35 hours per week, 1 FTE. The salary will be on the LSHTM salary scale, Grade 4 scale in the range £34,741 - £38,986 per annum pro rata (inclusive of London Weighting).

The post will be subject to the LSHTM terms and conditions of service. Annual leave entitlement is 30 working days per year, pro rata for part time staff. In addition to this there are discretionary "Wellbeing Days." Membership of the Pension Scheme is available.

LSHTM operates a Hybrid Working Framework which, alongside agreed service requirements, enables teams to work more flexibly where the role allows - promoting wellbeing and a better work/life balance. Please note that roles based in London are required to work on-site a minimum of two days per week.

Application Process

Applications should be made on-line via our [jobs website](#). Applications should also include the names and email contacts of 2 referees who can be contacted immediately if appointed. Online applications will be accepted by the automated system until 10pm of the closing date. We regret that late applications cannot be accepted. Any queries regarding the application process may be addressed to jobs@lshtm.ac.uk.

The supporting statement section should set out how your qualifications, experience and training meet each of the selection criteria. Please provide one or more paragraphs addressing each criterion. The supporting statement is an essential part of the selection process and thus a failure to provide this information will mean that the application will not be considered. An answer to any of the criteria such as "Please see attached CV", "Yes" or "No" will not be considered acceptable and will not be scored.

Please note that if you are shortlisted and are unable to attend on the interview date it may not be possible to offer you an alternative date.

Asylum and Immigration Statement

LSHTM will comply with current UKVI legislation, which requires all employees to provide documentary evidence of their legal right to work in this country prior to commencing employment. Candidates will be required to email a copy of their passport (and visa if applicable) to HR prior to their interview and if appointed will be asked to bring the original documents in to be copied and verified before their start date.

This role does not meet the minimum job classification, skill level, salary or qualification requirements set by UKVI to enable sponsorship under the skilled worker route. Therefore, we cannot progress applications from candidates who require sponsorship to work in the UK.