

SUSTAINABLE PROCUREMENT CHAMPIONS – UNIVERSITY OF EAST ANGLIA


POST	ROLES
Director of Finance, Planning and Governance	<ul style="list-style-type: none"> • Reports to Executive Team and promotes the sustainable procurement agenda. • Persuades the Executive Team endorses sustainable policies and strategies. • Provides support to the Purchasing team initiatives
Procurement Manager	<ul style="list-style-type: none"> • Production and annual review of sustainable procurement policy. • Liaison with Director of Finance to seek ratification of policies and strategies. • Seeks support for the sustainable procurement strategy at senior levels across the University. • Promotes sustainable procurement at the Sustainability Board.
Procurement Officer	<ul style="list-style-type: none"> • Coordinate sustainable procurement activities and working groups • Offers advice on sustainable alternatives to existing goods and services. • Communicates successes through a variety of media. • Provision of sustainable procurement training. • Embedding sustainable procurement within the procurement process including producing specifications, applying sustainability criteria to contract award etc. • Inclusion of sustainability in supplier reviews with a view to developing sustainable practices and developing knowledge of best practice and products.
Assistant Purchasing Officer and Purchasing Assistant	<ul style="list-style-type: none"> • Embedding sustainable procurement within the procurement process including producing specifications, applying sustainability criteria to contract award etc. • Inclusion of sustainability criteria in supplier reviews.

Signatures

Director of Finance, Planning & Governance

Ian Callaghan


Date

15/8/17 

Procurement Manager

Robert Dumolo

Date

04/08/17 

Procurement Officer

Claire Woodcroft

Date

MATERNITY LEAVE

Procurement Officer

Robert Bloomer

Date

04/08/17 

Assistant Purchasing Officer

Steve Whitehead

Date

4/08/17 

Purchasing Assistant

Lisa Donaldson

Date

11/8/17 

Project Administrator

Michael Howes

Date

04/08/17 