



## Job description

Job title	Assistant Procurement Officer
Department	Finance
Contract	Permanent
Salary	£30,848 per annum
Hours	Full-time, 36 hours per week
Location	Tate Britain, Millbank, London
Reporting to	Head of Procurement

## Background

Tate's vision is to serve as artistically adventurous and culturally inclusive art museums for the UK and the world. We deliver this through activities in our four galleries across the UK (Tate Liverpool, Tate St Ives, Tate Britain and Tate Modern), our digital platforms and collaborations with our national and international partners. At the heart of Tate is our collection of art, which includes the national collection of British art from the 16th century to the present day, and international modern and contemporary art from 1900 to the present day, spanning all continents. We seek to expand access to the collection and deepen understanding of art in all its diversity.

Tate is a leading global institution, and we influence critical thinking about art practice. Tate is committed to maintaining free entry for audiences to our collections. We see access to art for everyone as a universal human right and we see our galleries as sites of creative learning. We want to champion the importance of making art and encourage people to explore the many ways in which art is created and develop their own creative potential.

We want to welcome audiences that better reflect the towns and cities in our nation and attract a diverse international public. Our reach is already powerful. We intend to increase its impact across society, with art that resonates around the world.

Everyone who works at Tate has a role to play in achieving these goals. We offer exciting work built around our love for art, and have a strong commitment to equality, diversity and inclusion, with the aim to have our workforce and audience as diverse as the communities we serve. And everything we do is only possible thanks to our fantastic colleagues, who really know their stuff, support each other and want to do the best for our audiences.

We hope you will consider joining our team.

You can find further information about Tate on our website: [www.tate.org.uk](http://www.tate.org.uk).

## About the role

Tate is offering a unique and exciting opportunity within the Procurement team. Working as the Assistant Procurement Officer, you will be responsible for supporting the Head of Procurement in managing a wide range of procurement and commercial activity across our four galleries, while developing yourself into an effective, commercially skilled procurement professional.

## About your team

- Broadly, the Procurement team works to ensure that Tate obtains best value for money in its purchasing activities and complies with its duties in line with the Public Contracts Regulations 2015.
- Specifically, the Procurement team does that, provides advice on a wide range of topics to colleagues at every single level of the organisation, manages simple and complex tenders from start to completion, creates and updates policy and procedure, develops and delivers training and manages many critical internal contracts – so we are a busy team!
- We do all of this in a friendly, approachable, and flexible manner that demonstrates Tate's values of being Open (in our advice giving), Bold (in taking decisions and being imaginative in our solutions), Rigorous (in ensuring that we are legally compliant, but also in our dealings with suppliers) and Kind (giving advice freely and bringing people along with us).

## What you will gain

You will attain an all-around knowledge of the unsung, behind-the-scenes work that goes into the running of Tate, and you will be trusted to think laterally in problem solving, encouraged to contribute ideas, and to realise your potential.

## What you will do (Main Duties and Responsibilities)

- Act as the initial point of contact for the procurement team by independently handling routine queries to provide a prompt and effective service to colleagues, who are often working to strict deadlines.
- Assist the Head of Procurement in responding to more complex requests.
- Independently manage less complex procurement exercises (quotes, lower value tenders) throughout their lifespan, with full support from the Head of Procurement.
- Assist the Head of Procurement in managing the procurement process of a wide range of contracts and frameworks, in line with Tate's procurement policy.
- Support with the design, develop and management of a Tate-wide contracts register.
- Support the wider roll-out of the Tate Supplier Code of Conduct, which will ensure that the money we spend actively contributes to wider society.
- Lead on data analysis for the procurement team to enable us to effectively report on Tate's carbon footprint, provide management information, and target areas of spend that require intervention by the Procurement team.
- Assist the Head of Procurement in planning and delivering a programme of training on a wide range of procurement and commercial topics.
- Providing general administrative support that may be required from time to time, such as arranging supplier meetings, designing spreadsheets etc.
- Work closely with external stakeholders (suppliers/DCMS) and collaboratively with departmental colleagues.

## What you will bring to the team

- CIPS Level 4 Diploma in Procurement and Supply
- Basic experience, and knowledge of business purchasing.
- An interest in procurement, particularly as it relates to the public sector.
- Rigorous attention to detail.
- Excellent verbal and written communications, including an ability to distil complex topics into plain English.
- Able to build relationships with colleagues of all levels.
- An understanding of the legal and financial risks related to procurement.
- The ability to independently work to deadlines in a fast-paced environment, while managing your own time.
- A proactive, problem-solving attitude.
- A self-starting mindset that will enable you to perform the role while you learn, after an initial familiarisation process.
- An inclination to independently develop and propose new ideas.

The requirements listed here are guidelines, not hard and fast rules. You don't have to satisfy every requirement and we welcome candidates who bring transferable skills. Applying gives you the opportunity to be considered.

## Tate for all

### Diversity and Inclusion

Our jobs are like our galleries, open to all.

Our aim is to become a truly inclusive organisation with a workforce and audience as diverse as the communities we serve. This is fundamental to Tate's future success and our ability to continue to contribute to culture and society in the UK.

We want our workforce to be more representative of all sections of society at all levels in the organisation. The range of perspectives and experience diversity brings is an asset to our organisation and we want to create an inclusive, welcoming environment for visitors, artists and all those who work at Tate. Tate expects all employees to contribute to this aim as part of their role. More information about diversity and inclusion at Tate can be found on our [website](#).

## Our Values

- **Open:** we're welcoming, generous-spirited and inquisitive, with an open-source attitude that thrives on collaboration.
- **Bold:** we have the courage of our convictions, we're willing to take imaginative risks: we aren't afraid of failure - so long as we learn from it.
- **Rigorous:** we'll win people's trust if we're accountable for our actions and excellence underpins everything we do.

- **Kind:** we value and respect each other, our partners, and our visitors, striving to make every encounter memorable and enriching.

## Benefits

- Birthdays off each year
- 25 days leave per year, rising to 27 (pro rata for part time colleagues).
- A pension scheme with generous employer contributions.
- Life Assurance and Income Protection for DC scheme members.
- Interest-free Season Ticket Loan.
- Cycle to Work scheme – enabling you to buy a bike in a tax efficient way, for travelling to and from work.
- Rental deposit scheme – an interest free advance to help towards the cost of a deposit for privately rented accommodation
- Subsidised staff catering arrangements and discounts in the Tate Restaurants and Cafes.
- Access to Tate Benefits which offers access to discounts in high street stores.
- Access to a 24/7 Employee Assistance Programme to support you with any work, personal or family issues. This includes telephone-based support, as well as comprehensive online resources.
- Free entry to paying exhibitions at Tate Galleries. Opportunities for family and friends to visit the major exhibitions out-of-hours.
- Discounts on items purchased in the Tate shops.
- Free access to a number of other galleries and museums throughout the UK on production of a valid staff pass.
- Free access to other galleries and museums abroad through the International Council of Museums (ICOM) membership

## Safer Recruitment

Tate is committed to providing a safe environment for all those who work at Tate and all those who come into contact with Tate as visitors to the galleries, as participants in Tate activities, and online. The safe recruitment of all those who undertake work on behalf of Tate is the first step to ensuring that we are fulfilling this commitment.

All positions at Tate are offered subject to the following conditions:

- Receipt of satisfactory references covering the last 3 years of your employment or education.
- Health clearance
- A satisfactory Disclosure Check.
- Proof that you are legally entitled to work in the UK

You can find out more information about our pre-employment checks and what they mean for you in our 'Guidance Notes for Applicants' document.

## How to apply

Our opportunities are open for you to apply online. Please visit: [www.tate.org.uk/about/workingattate/](http://www.tate.org.uk/about/workingattate/) to create an account by registering your details or, if you are an existing user, log into your account.

For all opportunities we ask candidates to complete an online application form for the vacancy they are interested in. If you need an application form in an alternative format please call us on 020 7887 4997. Once you have submitted your application you can keep track of its progress by logging into your account.

The closing date for the submission of completed application forms is 1 May 2024 by midnight.

Where vacancies attract large volumes of applicants, we reserve the right to close this vacancy early. Therefore, if you are interested, please try to submit your application as early as possible.

