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Purchasing Business Partner (683851)

Department	Procurement (www.strath.ac.uk/procurement/)		
Directorate	Finance Directorate (www.strath.ac.uk/finance/)		
Staff Category	Administrative and Professional	Reference No	683851
Reports To	Head of Procurement Governance and Reporting	Grade	7
Salary Range	£36,924 - £45,163	Contract Type	Open Contract
FTE	1 (35 hours/week)	Closing Date	17/02/2025
Working Arrangements	Hybrid. The standard requirement across the University is that at least three days per week (based on 1FTE) will be spent working on-site (with flexibility as appropriate).		
Work Location	John Anderson Campus		



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Job Advert

As part of our University-wide Process & Systems Enhancement Programme, the Strathclyde procurement Team has embarked on an exciting new project to introduce Procurement/Purchasing Business Partnership into our Faculties and Departments. This recruitment exercise seeks to find 2 driven, innovative, and collaborative individuals to commence the roll-out of this new service across our Engineering and Science Faculties.

These roles offer the opportunity to showcase your commercial skills and make savings across our Non-Regulated spend. The post-holder will be instrumental in supporting our stakeholders in securing beneficial terms by reviewing, analysing, and negotiating commercial agreements. They will also be instrumental in bringing their commercial and procurement expertise to spend not currently managed through the Procurement Team.

This role would be ideal for private sector buyers looking to transition into public sector as it offers the opportunity to transfer existing skills, experience, and approaches into a public sector organisation with the opportunity to learn and understand legislative requirements as you undertake the role. The role would equally suit commercially aware public sector procurement professionals who want to use their existing skills to deliver efficiency in a fast-paced, non-regulated role.

The post holders will join a forward-thinking ambitious, dedicated, and supportive procurement team. As a valued member of our team, you will work in an exciting, innovative, bold, and ambitious organisation that truly is people-orientated and collaborative.

The role requires a dynamic, forward-thinking, innovative candidate who can work on their initiative, build trusted relationships with key stakeholders, and drive purchasing efficiencies. The candidate must be ready to make a positive impact within our Leading International Technological University.

Reporting directly to the Head of Procurement Governance and Reporting, the post-holder will be instrumental in supporting the delivery of savings and efficiency targets as well as wider initiatives such as enabling the business to be conducted more simply, consistently, and effectively. The role will have a wide range of autonomy to allow the post holder a broad scope to use their expertise, but within a supportive reporting environment and integrating with the wider Procurement Team.

Applicants should have a relevant degree or equivalent experience. You should have sound experience in achieving savings, negotiation, and positive stakeholder engagement. A working knowledge of Legislation and contract law and a proven record of accomplishment in delivering robust commercially sound contracts.

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The benefits package includes 31 days annual leave + 11 statutory days with the option to purchase additional holidays, hybrid working, supported personal development through our [Organisational and Staff Development Unit](#) plus external training if required, Contributory pension scheme available to all staff including a generous employer contribution, Generous parental leave provision, on-campus nursery and options for flexible working, University Sports Centre, Occupational Health service, access to health and wellbeing events, cycle to work scheme, Employee Assistance Programme, agile working and established carers support network and carer friendly policies.

At the University you can expect to find a friendly and committed environment which is ideal for a candidate looking to progress their career or someone looking to utilise their IT expertise in a new environment.

Job Description

Brief Outline of Job:

The post holder will be responsible for understanding requirements, risks, and business needs and thereafter using negotiation skills to achieve commercially beneficial robust agreements on behalf of the University. This role breaks down into the following main activities:

1. Responsible for analysing, directing, and ongoing reviewing of the spend across the University's Faculties and Professional Services Departments
2. Promote the effective use of Contracts, Framework Agreements, and effective purchase-to-pay activity directing spend accordingly.
3. Build and develop trusted relationships with external suppliers and internal stakeholders and support their purchasing needs through the development of robust contracts/agreements.
4. Represent the Procurement Team within Faculties and Professional Services Departments

In order to effectively carry out the duties of this post, the post holder will be expected to have expertise in establishing commercial contracts, data analysis techniques, and relationship management.

The post holder must have a clear understanding of the University's Corporate Plan and Procurement Strategy and be involved in promoting the role of procurement and more specifically purchasing as an enabler of delivering these corporate outcomes. This post will have an instrumental role in achieving savings target, additional compliance and providing guidance and support to stakeholders across the University.

In this brand new post, the post holder will be embedded in Depts to quickly establish and effect the changes required providing both on the shoulder and hands on support to stakeholders.

This truly is an exciting role that will deliver visible, tangible savings and benefits to the University's purchasing activity.

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Main Activities/Responsibilities:

Responsible for developing and implementing new and enhanced procedures and practices for low value purchasing across Faculties and PS Departments, analysing and use their judgement to identify the best solution to a range of different opportunities, problems and issues and offering recommendations to senior managers in tackling more complex situations.

Receive, understand and convey Procurement/Purchasing information which may require interpretation, analysis and clear dissemination to stakeholders.

Identify and make recommendations for improvements in overarching policies and procedures based on efficiency assessments.

1. Provide guidance to stakeholders including Senior Management in relation to current Legislation and internal policies, including guidance and advice on costs, terms and conditions, risk, ethical and responsible procurement duties and the strategic procurement process.

Promote the work of procurement and purchasing from a position of influence to motivate colleagues and internal stakeholders.

Contribute to the development of purchasing strategies and decisions to stakeholders, to develop sound commercial agreements.

Have an understanding of Procurement Legislation

Delivery of Efficiencies and Cost Savings across Faculty spend

Contribute to the long-term strategy for Procurement by identifying opportunities and thereafter securing efficiencies and savings.

Apply commercial principles that contribute to securing value for money in all purchasing activities.

2. Understand the key commercial motivations and expectations of stakeholders and suppliers, appreciate/understand the concept of trade-offs, and use this to secure required outcomes.

Understand, and practically apply, the concept of 'value for money', to identify what a successful return on investment looks like for all commercial projects.

Develop strategies and approaches to exploit market and commercial drivers and motivate suppliers to ensure the University secures value for money on all purchases.



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Prepare for and lead supplier negotiations across different market sectors, ensuring appropriate strategies and tactical approaches are used to secure successful outcomes.

Analysis of spend and thereafter work with stakeholders promoting the benefits and implementing new purchasing solutions as well as working with the procurement team to ensure that all future contracts include appropriate and robust requirements.

Review existing commercial arrangements and secure value for money by re-negotiating.

Change Management

Deliver change by establishing strong relationships, and setting up forums and mechanisms for continuous improvement and feedback. Thereafter analysing and recommending areas for improvements.

Use experience to provide specialist advice to stakeholders on changes in purchasing practices across the University highlighting and demonstrating the relationship between robust commercial-based purchasing and helping to achieve the University's value and goals.

Advise and gain the support of internal and external stakeholders to ensure that the objectives of the role and the delivery of services are achieved to the highest standard.

Promote and correct purchasing performance through the creation and implementation of improvement plans across a range of spend areas.

3. Communicate successes and good practice to promote changes in purchasing behaviours and enhance processes, efficiency and service.

Be the liaison between Procurement and Faculties to support two-way communication and feedback.

Lead the development of procedures and working practices that support required change to generate financial and efficiency improvements through effective purchasing mechanisms.

Work with the procurement team to ensure that the most appropriate purchasing mechanisms are considered on a contract-by-contact basis.

Ensure suppliers are aware of changes in approaches, practices and goals and respond accordingly to Requests for Quotations etc.

Support the development, implementation and ongoing continuous improvement review of the Procurement communication strategy

4. **Directing Spend**
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Responsible for undertaking analysis and research to identify the best route to market for all in-scope spend and communicating the benefits of the same to stakeholders. Thereafter taking the lead on engagement with suppliers to secure quotations and undertaking negotiations.

Leading on the analysis of existing agreements, identifying and highlighting opportunities for commercial improvements within these, and taking corrective action as appropriate to secure best-in-market pricing

Understand budgets and funding models/agreements ensuring spend is directed in accordance with both.

Use risk assessment techniques to direct spend considering compliance, ethical purchasing, and commercial advantage in all decisions.

Make recommendations for the appropriate allocations of resources on a project and project basis.

Contribute to the strategy of the procurement team by directing spend appropriately across existing arrangements and challenge agreements that do not offer/deliver value of money.

Use spend analysis techniques to identify areas where strategic contracts are required and work with the procurement team to establish such agreements.

Liaise with other Purchasing Coordinators to identify cross-faculty synergy savings.

Liaise with suppliers and colleagues in the procurement team to ensure contractual compliance.

Provide support, advice, and guidance to University departments in supplier meetings and issues relating to supplier enablement, performance, and payment processes.

Data Analysis, Reporting and Communications

Responsible for building robust data collection processes to provide meaningful accurate data that shall support improvements/compliance throughout purchasing activity.

Develop a local communications strategy that ensures

5.
 - effective, timely and efficient flow of information to and from the wider procurement team
 - support the procurement in their engagement with University Departments
 - key stakeholder requirements are achieved through efficient and robust agreements
 - communication and delivery of activity that supports the University's procurement visions in relation to
 - delivery efficiency and cost savings
 - improving procurement and purchase to pay processes
 - managing maverick spend



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- managing supplier relationships
- managing overall risk

Relationship Management

Represent the University at appropriate internal and external forums.

6. Proactively build strong internal and external relationships with a wide, varied stakeholder base, creating positive networks and maintaining trust and credibility.

Forge strong working relationships with external bodies to share best practice and gain wider knowledge of developments and potential opportunities.

7. The above is indicative of the nature and level of responsibilities associated with this post. This is not exhaustive and the jobholder will be required to undertake any other task in line with the university's job level descriptors for a Grade 7 as required by your line manager

Person Specification

Educational and/or Professional Qualifications

(E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)

E1 Degree in relevant field or equivalent. Alternatively, considerable relevant experience may be considered.

D1 Membership of Chartered Institute of Purchasing and Supply (MCIPS), working towards or commitment to attain MCIPS, other relevant professional accreditation or evidence of appropriate CPD

Experience

E2 Strong communication and negotiation skills and commercial judgment

D2 Identifies non-compliance, understands the impact, and has the ability to implement mitigation measures.

E3 Experience of procurement/purchasing with a specific focus on terms and conditions

E4 Strong stakeholder management skills

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D3 Experience in developing, reviewing, and updating procedures in line with best procurement/commercial practice and Legislation

Job Related Skills and Achievements

E5 Experience in securing and delivering benefits through influencing change

D4 Experience in dealing with complex, innovative and unique stakeholder requirements

E6 Experience in dealing with complex problems and circumstances, using initiative and judgment in a professional manner.

E7 Computer literate with a strong working knowledge of MS Office systems (Excel, Word, PowerPoint, Project, Access).

D5 Experience in using e-procurement or e-sourcing tools

E8 Strong experience in relationship management

D6 Demonstrable experience in utilising market research and analysis to develop and implement strategies that support the delivery of cash and non-cash benefits to the organisation and/or wider community.

Personal Attributes

E9 Self-motivated with a 'can do' attitude and a passion to help shape and develop

E10 Customer Centric with the ability to understand true business need

E11 Excellent communication (written and spoken skills), negotiation and presentational skills, including an ability to express matters in a clear, user-friendly way

E12 Excellent organisational skills, with the ability to work within tight deadlines

E13 Commercially aware with confidence to challenge the norm

E14 Excellent analytical skills, with the ability to work within tight deadlines

E15 Able to demonstrate effective relationship management techniques

E16 Maintains, promotes and demonstrates professional integrity

E17 Ability to provide clear and concise communication/guidance to procurement and non-procurement professionals

E18 Shows commitment to continuous professional development

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E19 Ability to manage difficult situations/conversations

D7 Well-developed influencing skills with an ability to appropriately challenge current thinking and practice to deliver improved outcomes.

Application Procedure

Applicants should visit Strathclyde's vacancies portal and complete an online application form including the name of three referees who will be contacted without further permission, unless you indicate you would prefer otherwise. Applicants should also submit a Curriculum Vitae and a covering letter detailing the knowledge, skills and experience you think make you the right candidate for the job.

University of Strathclyde encourages the recruitment of disabled and neurodivergent candidates. If you need any reasonable adjustments during the recruitment process, please let us know. You are welcome to submit a paper application or a CV instead of the online application form by contacting us at humanresources@strath.ac.uk.

Interviews

Formal interviews for this post will be held on Thursday, 27 February 2025

The University is a Disability Confident Employer and operates a guaranteed interview scheme for disabled candidates who meet all the essential criteria for the post that they are applying for.

Other Information

Further information on the application process and working at Strathclyde can be found on our website (<http://www.strath.ac.uk/hr/workforus>).

Informal enquiries about the post can be directed to Derek McLean, Head of Procurement Governance and Reporting (derek.mclean@strath.ac.uk).

Conditions of Employment

Conditions of employment relating to the Administrative and Professional staff category can be found at: [Conditions of Employment](#).

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Rewards and Benefits

Our comprehensive benefits package, including generous annual leave, family-friendly benefits, flexible work options, and a commitment to continuous learning, reflects our appreciation for the valuable contributions of our colleagues.

We understand that each staff member has unique priorities and lifestyles, so our diverse benefits ensure there is something for everyone, details of which can be found on our [Rewards and Benefits webpage](#).

- **Financial Rewards:** We provide attractive financial packages, including competitive salaries, relocation support for employees and a generous pension scheme, with university contributions of 14.5% for USS and 22.1% for LGPS.
- **Work-Life Balance:** We are dedicated to enhancing healthy work-life balance for our employees. We offer generous annual leave, an additional annual leave purchase option, flexible and agile work arrangements.
 - Annual Leave: Generous entitlement of 27 days (Grade 5 and below) or 31 days (Grade 6 and above), in addition to 11 public holidays and University closure days.
 - Additional annual leave purchase: Option to request purchase of 2 weeks' additional annual leave per year.
 - Flexible and agile working: The University provides flexible work arrangements. You can request arrangements that fit you and your role, such as hybrid, part-time, compressed hours, term-time, adjusted shifts, staggered hours. These requests can be made from the first day of your employment.
- **Family Friendly Benefits:** We offer a variety of enhanced family-friendly benefits to support our employees in balancing work and family responsibilities. These include Maternity Leave, Paternity/Maternity Support, Adoption Leave, Shared Parental Leave, Parental Leave, Carers Leave and support, Family Friendly Research & Scholarship Leave, and access to our on-campus nursery.
- **Career Development:** Our commitment to personal development is reflected in initiatives such as professional courses, subsidised educational programs, coaching and mentoring, leadership development, secondment opportunities, and access to our library.
- **Health & Wellbeing:** We place high importance on the safety, wellbeing, and health of all our staff and offer discounted Strathclyde Sport membership, an Employee Assistance Programme (EAP), Occupational Health Service, and Cycle to Work scheme.
- **Recognition Awards:** At Strathclyde, we place a strong emphasis on acknowledging and rewarding our staff's commitment and exceptional contributions. This is demonstrated through our Long-Service Awards and our Values-based Strathclyde Medals.

Probation

Where applicable, the successful applicant will be required to serve a 9 month probationary period.

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Pension

The successful applicant will be eligible to join Universities' Superannuation Scheme Further information regarding this scheme is available from [Payroll and Pensions](#).

Relocation

Where applicable, the University offers a relocation package to support new employees who meet the eligibility criteria. The relocation package is offered as a contribution towards costs incurred, and is designed to be flexible, allowing staff to use the financial support available in the way that will be most helpful to them. Further details are outlined in the [Relocation Policy](#).

Equality and Diversity

The University of Strathclyde is a socially progressive institution that strives to ensure equality of opportunity and celebrates the diversity of its student and staff community. Strathclyde is people-oriented and collaborative, offering a supportive and flexible working culture with a deep commitment to our [equality, diversity and inclusion charters, initiatives, groups and networks](#).

We strongly encourage applications from Black, Asian and minority ethnicity, women, LGBT+, disabled candidates and candidates from lower socio-economic groups and care-experienced backgrounds.

The University currently holds an Athena Swan **Silver award**, recognising our commitment to advancing women's careers in science, technology, engineering, maths and medicine (STEMM) employment in academia.

University Values

The University's Values capture what we're all about: who we are, what we believe in and what we stand for. [Our Values](#) have been derived from how we act and how we expect to be treated as part of Strathclyde.

In delivering **our People Strategy**, we will contribute, act, and make decisions guided by these values.

- **People-oriented:** committed to our staff and students, providing opportunities, and investing in their development.
- **Bold:** confident and challenging in what we do, and supportive of embracing appropriate and managed risk in our decision-making.
- **Innovative:** focused on discovering and applying knowledge with impact and encouraging creative thinking and new ideas.

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- **Collaborative:** working together, with our colleagues and external partners, with integrity and in an open, respectful way.
- **Ambitious:** for our institution, staff and students as well as supporting the ambitions of our partners.



Conditions of Employment

Administrative and Professional Services Staff Grades 6 and above



1. GENERAL CONDITIONS

Members of staff are subject to the Charter and Statutes and the Ordinances and Regulations of the University, published in the Calendar, and to any amendments or additions thereto approved by the University Court and, in the case of the Charter and Statutes, the Privy Council. Staff are also expected to familiarise themselves with, and adhere to, general University policies and procedures, as published on University web pages.

The University Court recognises Strathclyde University and College Union (SUCU) as the sole body with which it will negotiate and consult on all collective issues concerned with the terms and conditions of employment of Administrative and Professional Services staff in Grades 6 and above. Such terms and conditions may be varied by the University Court after negotiation and consultation with SUCU.

Each member of staff is responsible for the proper performance of allocated duties to the person or persons specified in the member of staff's letter of appointment and any accompanying papers.

The University is committed to ensuring that its business is conducted in an open and transparent manner and will take all appropriate steps to address risks of bribery or corruption. Members of staff are required at all times to act honestly and with integrity and to safeguard the resources for which they are responsible. The University has in place a robust Public Interest Disclosure (Whistleblowing) Policy to enable concerns to be brought to its attention. This is available at www.strath.ac.uk/publicinterestdisclosure. Other relevant policies, e.g. Fraud Prevention and Conflicts of Interests, can also be found on the University's website.

Any member of staff may at any time be exposed to commercially sensitive information, information related to potentially valuable intellectual property or information which may otherwise be of a confidential nature. This information, which could be found anywhere in the University, may be written or disclosed orally, can include information of a commercial or technical nature, and may be owned by the University or by third parties. The University requires all employees to keep any such information confidential in the first instance and not disclose, publish or otherwise disseminate it without prior consent of the University. Such confidentiality obligations are commonplace and in the commercial interests of the University. When in doubt advice should always be sought from Research and Knowledge Exchange Services prior to disclosure.

The University operates probationary periods for new staff, the duration of which will be specified in individual letters of appointment. The normal probation period for posts in this staff category is 9 months for those at grades 6 and 7, and 12 months for grades 8 and above. Further guidance on probationary procedures is published at www.strath.ac.uk/hr.

Further information on the terms and conditions specified in this document and other staffing policies and procedures can also be found at www.strath.ac.uk/hr.

2. SALARY

Appointments are made at an appropriate salary point on the University's grading structure, with initial placing determined according to qualifications and experience. Increments are paid to staff on 1 April each year, when the employee has a minimum of 6 full months of service at the appointed grade, allowing progression to the next point on the salary scale until the top guaranteed point of the scale is reached.

Arrangements in relation to overtime, additional hours, non-standards and on-call working are published at www.strath.ac.uk/staff/policies/hr

Salaries are paid directly to staff members nominated bank account, normally on the second last working day of the month.

3. HOURS OF WORK

The normal working week is 35 hours. Unless otherwise indicated in an individual's letter of appointment, the normal hours are 9.00am to 5.00pm Monday to Friday with a one hour lunch break. Certain members of staff may be required to work some hours outwith this normal pattern and this should be agreed locally.

Overtime rates do not apply to staff grades 6 and above. Where a Head of Department/School/equivalent requests additional work, above the standard working week to meet the particular requirements of the Department, equivalent time off in lieu may be granted by prior agreement.

4. HOLIDAYS

Annual leave entitlement is 31 days per year to be taken by agreement with the line manager. For staff members working on a part-time basis, holidays will be calculated on a pro-rata basis.

In addition to annual leave there is an entitlement to eleven public holidays per year which should be taken on days that the University is closed for this purpose. The University presently closes for four additional days over the Christmas and New Year period. **These additional days count against the annual leave entitlement.**

For staff members working on a part-time basis, public holiday entitlement will be calculated on a pro-rata basis.

Annual leave and public holiday entitlements should be taken in the leave year to which they relate. Up to five days leave can be carried forward into the new leave year subject to line management agreement. In exceptional circumstances, Heads of Department/School/equivalent may approve carry forward of accrued annual leave in excess of five days.

The University's expectation is that staff take all accrued holidays prior to their termination date. If staff have exceeded their entitlement the University will deduct an equivalent number of days pay from final salary payments.

5. SICKNESS ABSENCE

During any period of absence through illness or injury provided the appropriate notification and certification procedures have been followed the University will pay a member of staff (having taken account of the aggregate of all periods of absence due to illness during the twelve months immediately preceding the first day of the current absence) as follows:

Period of Continuous Employment at start of absence from work	Full Pay	Half Pay
Less than 1 year	1 month	1 month
1 year but less than 2 years	2 months	2 months
2 years but less than 3 years	4 months	4 months
3 years but less than 5 years	5 months	5 months
5 years or more	6 months	6 months

In order to manage the University's sick pay scheme the University requires to maintain sickness absence records on individual members of staff. When making payments after the expiry of statutory sick pay the University will deduct an amount equivalent to any benefit normally payable by the Department of Work and Pensions. For full details on the general University policy in this area please refer to the Sickness Absence Management Policy at www.strath.ac.uk/staff/policies/hr.

6. PENSIONS

If you are under age 75 at the date your appointment commences you will automatically become a member of the pension scheme operated by the University — the Universities Superannuation Scheme (USS). You will be admitted to the career revalued benefits scheme called the USS Retirement Income Builder; the contribution rate that currently applies is 6.1% of pensionable salary. A threshold applies to the maximum salary that counts towards the USS Retirement Income Builder. The current threshold from 1 April 2024 is £70,296 per year. Contributions based on salary above the monthly equivalent rate of the threshold are paid to the defined contribution section of the scheme called the USS Investment Builder. Please use the following link to access information, including the USS Member Guide: <https://www.uss.co.uk/for-members/youre-a-new-joiner>. The scheme booklet is called 'Your Guide to the Universities Superannuation Scheme'.

The University operates a salary exchange arrangement, Pensions Plus, for members of the USS. Pensions Plus enables pension contributions to be made in a manner so that both employees and the University can benefit from available National Insurance Contribution savings. You will be automatically included in Pensions Plus, provided it does not adversely affect your take-home pay or your ability to claim certain state benefits. If your earnings fall below the Pension Plus pay protection limit you will be opted out of Pension Plus. This will not affect your membership of the USS.

New members of staff may opt out of USS within three months of taking up appointment and will then be treated as if they had never been a member of the scheme. After three months members of staff who wish to withdraw from USS during their employment will be required to give a minimum of 28 days' notice in writing to the University. Any member of staff who wishes to opt out should contact the Pensions Section, Finance, in the first instance (pensions@strath.ac.uk). Please note that if you are a member of Pensions Plus and withdraw from USS with less than two years of membership, or cease employment with the University and have less than two years of USS membership, the option of a refund of pension contributions will not be available to you. Instead, USS must provide you with a pension benefit that is payable from your Normal Pension Age. Regardless of whether you participate in Pensions Plus, if you are a member of the pension scheme for two years or more you are not entitled to a refund of pension contributions on leaving the scheme, you will be entitled to a pension benefit.

The University reserves the right to alter or withdraw Pensions Plus as it sees fit or as required to comply with legislative changes. Withdrawal or amendment of Pensions Plus will not affect your membership of USS. If you do not wish to participate in Pensions Plus but wish to remain in

the pension scheme please contact the Pensions Team who will provide you with a non-participation form.

Information regarding pension scheme membership can be found on the Pensions pages of the University's website. Full information regarding USS can be found on the USS website – www.uss.co.uk

7. PLACE OF WORK AND RESIDENCE

Members of staff will be based on the John Anderson Campus, unless otherwise stated in the letter of appointment. The Department/School in which the post is initially placed will be specified in the letter of appointment although there will be an expectation to work at such other places as required in the course of employment.

If the need arises for members of staff to work outside the UK for a period (or periods) of more than one month then such arrangements will be subject to mutual agreement. Members of staff would then be provided with a statement in advance setting out the terms covering such periods of employment.

The University does not normally place specific restrictions upon the place of residence of members of staff. All staff are, however, expected to reside in a location which is compatible with the satisfactory fulfilment of all the duties associated with their appointment.

8. CONSULTANCY/FURTHER ACTIVITIES

To support the strategic objectives of the University and to facilitate individual professional development, the University encourages staff to engage in professional activities with outside bodies related to their field of work. In many cases, such activity will be approved on the basis that it represents University knowledge exchange activity and should therefore be treated as part of the individual's overall workload and managed through the University's systems. It is also recognised that there will be some cases where an activity is entirely separate from the University and should thus be notified/approved as a personal business activity. For further information please refer to the "University Procedure in relation to Work for Outside Bodies including Consultancies", which forms part of the employment contract and can be accessed at www.strath.ac.uk/hr.

9. DISCIPLINARY AND GRIEVANCE PROCEDURES

Further information on the University's disciplinary and grievance procedure can also be found at www.strath.ac.uk/policies/hr or on request from Human Resources.

10. NOTICE AND TERMINATION

The employment of a member of staff is terminable by at least three months in writing, on either side; except during probationary period when the notice period is one month. If notice is being given by a member of staff earlier release may be granted if this can be arranged without detriment to the work of the department or area. If the appointment is for a fixed term it will expire at the end of the period without the necessity for notice. Fixed term contracts may be terminated by either party short of the expiry date by the serving of one month's notice in writing. The University is not obliged to continue a fixed term appointment beyond the employment period. For employees appointed above Grade 10, the notice period for both the employer and employee will be 6 months, except during the probationary period when a one month's notice period will apply. One month's notice will also apply for fixed term contracts terminated short of the expiry date.

Revised April 2024