

Procurement Data Analyst

Finance Division

Closing Date: 23 July 2025

Job Reference: AG46512



Procurement Data Analyst

Salary:

£35,116—£45,413

Contract:

1 Year Fixed-Term
Contract

Location:

West Cambridge

Department:

Finance Division

Responsible to:

Business Analyst
(Procurement)

Working pattern:

Full-time

Role Overview

The University Procurement Services team has four objectives as it manages more than £500m of addressable spend each year:

1. Leverage University expenditure.
2. Enhance governance and capabilities.
3. Develop professional talent.
4. Manage supply risk.

The role reports to Business Analyst (Procurement) and contributes to all four of these objectives. The Procurement Data Analyst is responsible for supporting Governance, Systems and Support Services to ensure the availability of timely, accurate and relevant business intelligence, performance, information, and analysis to assist and support procurement services.

Role Purpose

The purpose of the Procurement Data Analyst role is to maintain and gather data requirements for Procurement Services. They are tasked with retrieving, cleansing, and analysing data from the various Procurement and Finance tools to create reliable, accurate fact-based reporting for use by the Procurement team and the wider organisation. They maintain flexible and robust plans across projects, proactively identifying data risks and outlining mitigation plans.

The Procurement Data Analyst is highly inquisitive, uses data to find and quantify tactical and strategic opportunity, demonstrates a flexible approach by actively engaging in specific projects and proactively identifying areas for improvement. They are highly motivated and self-driven, constantly seeking opportunities to enhance insights gleaned from the Power BI analytics solutions providing the procurement team with the assessment where opportunities for cost efficiencies can be found and support internal stakeholders in simplifying the way in which they purchase goods, works and services at the University of Cambridge to enable them to focus on our primary objectives of world class education and research.



Procurement Data Analyst

Purpose of the role continued

Team Outcomes

"Details Matter - Good work is the culmination of hundreds of tiny details" Steven Bartlett, Diary of a CEO.

- Alignment of people, processes, and systems – put simply – ensuring what happens on the ground, follows the correct processes and that systems (data) accurately reflect this – Simplification, accuracy and governance are key.
- Data Pipeline – Develop and execute modelling and cleansing plans, including mapping, data migration, transformation, and cleansing activities to support our product suite, and underpin the Procurement Reporting Catalogue.
- Manage data management requirements from a range of users from start to finish, including planning, execution and validation across data exploration, discovery, cataloguing, governance & quality management.
- Collaborate with stakeholders to identify requirements and define data management objectives that will further develop our analytics offering to our team and ensure our product remains attractive, credible, and relevant for our customers.
- Analytics Product Development and staged releases in line with the Data Analytics Framework [Descriptive, Diagnostic, Predictive, Prescriptive Analytics] and Product Modules [Cost Footprints, Contracts, Commodity Indexation, etc..]



Procurement Data Analyst

Key Responsibilities

1. Accountable for the maintenance and continuous improvement of the Procurement data environment and for producing a set of robust reports made available for the team to use in an on-demand environment.
 - Provide effective analytical and reporting service across the Procurement Services team to enable savings and drive compliance.
 - Produce project and activity dashboard reports.
 - Prepare weekly, monthly, and annual returns.
 - Key point of contact for producing reports from the e-Procurement system.
 - Lead on data collection and data inputting.
 - Provide spend analysis for specific categories.
 - Managing and improving the efficiency and accuracy of monthly and quarterly schedule refreshes.
2. Provide ad-hoc general analysis as required, development of new reports, and support of the wider team with Excel and Power BI technical queries.
3. Produce testable, repeatable, well documented solutions where Quality Assurance is core to the delivery mechanism.
4. Evaluate legacy systems and data sources to determine the scope and complexity of the migration and cleansing effort. Assist with ensuring integrity and consistency of data between systems.
5. Support wider team - through knowledge sharing, collaboration, bespoke training sessions and documenting reporting processes to ensure business continuity.
6. Support with maintenance, debugging and improvement of Procurement Analytics.
7. Ensure reporting adheres to the Data Visualisation standards and branding guidelines of the University of Cambridge.
8. Contribute to developing processes to meet the above tasks, constantly reviewing, and refining to improve efficiency and information quality. Focus on Simplification, automation balanced with sound data quality and robust analysis and insights.

Person specification

	Essential	Desirable
Experience		
Experience conducting full-lifecycle BI development - consistent experience in transforming raw data into meaningful reporting and analytical solutions.	✓	
Data management capabilities – profiling, cleansing and data migration with knowledge of data management frameworks.	✓	
Experience with Regular Expressions (RegEx) in Python, or R (SQL considered).	✓	
Experience working in changing environments with the capacity to prioritise.		✓
Skills		
Strong analytical skills and advanced experience using MS Excel, Power Pivot, Power Query, DAX, M, Macros MS Visio, and MS Power BI/Automate/Apps.	✓	
Experience using MS 365 applications (MS Word, MS PowerPoint), and collaboration tools (MS Sharepoint, MS Teams).	✓	
Strong applied technical and analytical skills using a range of tools and techniques (such as Python, R, SQL, Excel and Visualisation Tools e.g., Power BI or Tableau).		✓
Strong understanding of databases and dimensional and relational data modelling.	✓	
Methodical approach, and a keen eye for detail.	✓	
Able to produce quality, traceable code documentation and comments.	✓	
Ability to build positive working relationships with internal stakeholders to deliver the needs of our business through collaboration and a customer first approach, by listening to feedback and ensure that the solutions presented put the interests of the user at the heart of any decision, whilst working within governance and promoting simplicity.		✓

Person specification continued

	Essential	Desirable
Commercial awareness - ability to challenge outputs, and understand the numbers in context.		✓
Qualifications		
Educated to bachelor's degree level (or equivalent) in Maths/ Physics/Engineering/Statistics/Computer Science.		✓
MBCS/CDMP (or ambition to work towards professional certification).		✓
Additional Requirements		
• Power BI /Tableau [MS DA-100 or PL-300 Qualification or Tableau Certified Data Analyst Qualification].		✓
• Statistical modelling or Machine Learning (or an interest to develop this).		✓
• Experience of linking API sources and endpoints.		✓



Behavioural Attributes

This section summarises the behavioural attributes (or competencies) that we expect the role holder to be able to demonstrate, at what level and whether this is an essential or desirable requirement. Full definitions are at: [Behavioural Attributes | Human Resources \(cam.ac.uk\)](https://www.cam.ac.uk/human-resources/behavioural-attributes)

Please review these and provide specific examples in your application of how you have demonstrated these attributes in your work, education or other experience. It will assist your application if you explain the situation, what you did and what the outcomes were.

Attribute	Level
Valuing Diversity	A
Achieving Results	B
Communication	C
Innovation and Change	C
Negotiating and Influencing	C
People Development	C
Relationship Building	B
Strategic Focus	C

Professional Services Values

Developed by professional services staff, our values underpin everything we do. By living the values in the work we do, we hope to foster an environment where staff feel empowered. The values encourage staff to; work together and share skills to create a sense of community, act with integrity, take an inclusive and fair approach and develop honest and open relationships that are underpinned by our shared values. We encourage applicants to consider these values within their application.



The Finance Division



It is the responsibility of the Finance Division to manage the financial resources of the University.

The Finance Division promotes good practice in Accounting, Reporting, Planning, Procurement, Taxation, Insurance and Pensions and is also responsible for maintaining the integrity of the accounting records, facilitating financial transactions, establishing best practice and for producing both the statutory accounts and management information to assist in decision making at all levels of the institution.

Our staff promote the effective use of Cambridge's financial resources by providing professional advice across the University and Group entities when appropriate. We supply financial information to the Council and other bodies to enable them to make informed decisions.

We also ensure Cambridge's financial compliance with the Office for Students (OfS), UKRI, HMRC and other funding and regulatory bodies, in addition to preparing the University's annual statutory financial statements.

The Finance Division has 300 staff spread across three main sites in Cambridge. This role, in the Procurement Services, is based in Greenwich House, Madingley Road. The Finance Division has embraced hybrid working and individuals are currently working with their team two days a week from a University site, principally Greenwich House, and three days worked remotely (for those working a standard Mon to Fri week). This arrangement is subject to change and will not form a part of the contractual terms of the role.

Terms of appointment

Tenure and probation

Appointment will be made on a 1 year fixed-term basis.

Appointments will be subject to satisfactory completion of a probationary period which will be set dependant on the length of tenure.

Hours of Work and Working Pattern

The hours of work for the position are full-time working Monday – Friday.

Pension

You will automatically be enrolled to become a member of USS (Universities Superannuation Scheme) – a defined benefits pension scheme. For further information please visit:

www.pensions.admin.cam.ac.uk

Annual leave

Full time employees are entitled to annual paid leave of 41 days inclusive of public holidays. For new part-time employees, annual leave will be pro rata'd based on days worked.

General information

Pre-employment checks

Right to work in the UK

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it.

Health declaration

Once an offer of employment has been made the successful candidate will be required to complete a work health declaration form.

Qualifications

The person specification for this position lists qualifications that are essential and/or desirable. Please note that if you are offered the post you will be asked to provide your relevant original certificates of these qualifications.

References - offers of appointment will be subject to the receipt of satisfactory references.

Screening Checks:

This role requires a basic disclosure (DBS) check and a Agenda security check. Any offer of employment we make to you will be conditional upon the satisfactory completion of these checks. Whether an outcome is

satisfactory will be determined by the University.

Information if you have a disability

The University welcomes applications from individuals with disabilities. We are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so and, if successful, to assist them during their employment. Information for disabled applicants is available at <http://www.admin.cam.ac.uk/offices/hr/staff/disabled/>

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the section provided for this purpose in the application form. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time.

If you prefer to discuss any special arrangements connected with a disability, please contact, the Department Administrator, who is responsible for recruitment to this position.

The University

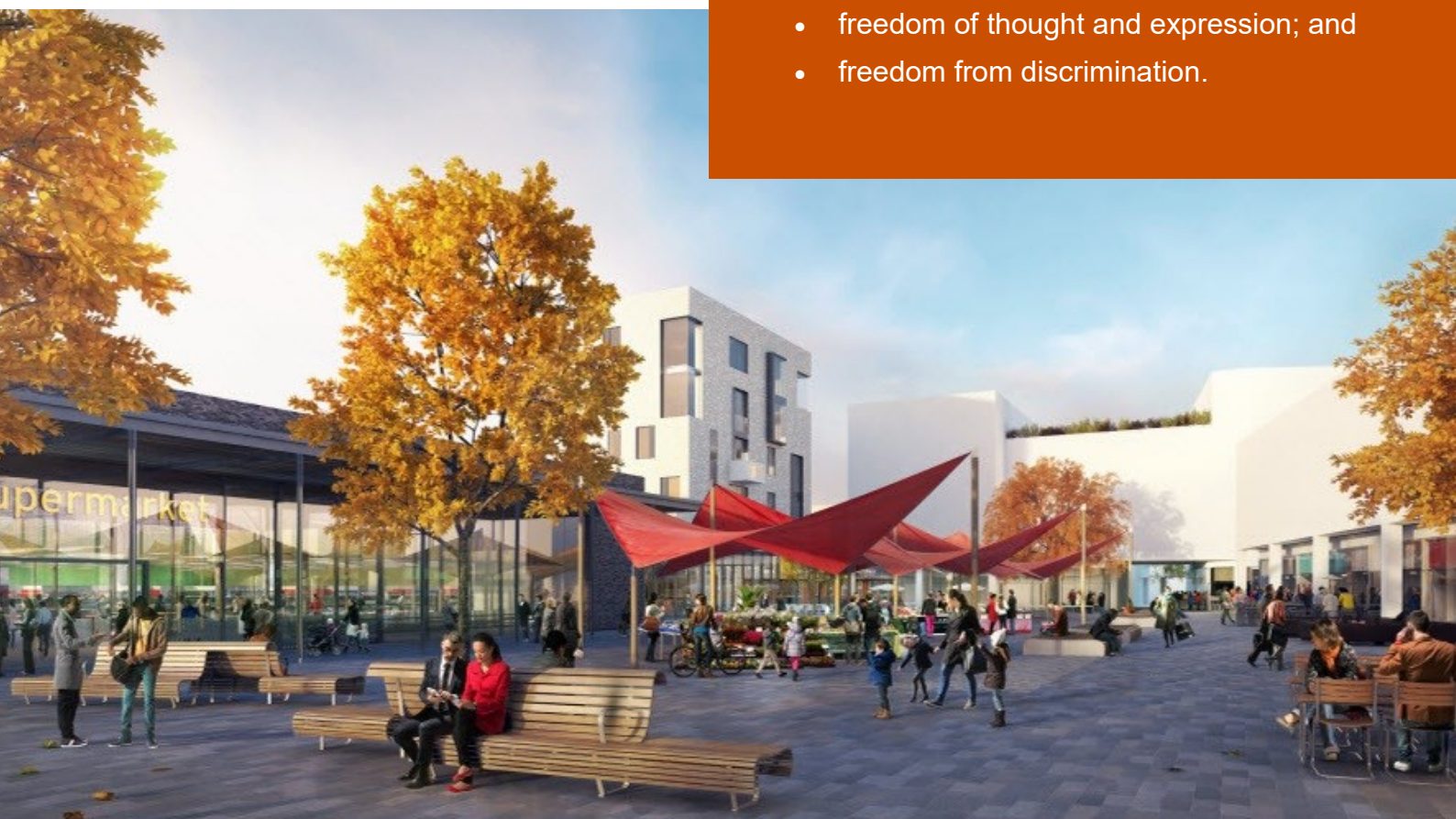
The University of Cambridge is one of the world's oldest and most successful universities. We are a renowned centre for research, education, and scholarship that makes a significant contribution to society. The University is consistently ranked amongst the top universities in the world. Our affiliates have won more Nobel Prizes than any other University.

Our sustained pursuit of academic excellence is built on a long history of world-leading teaching and research within a distinctive collegiate system. For eight centuries our ideas and innovations have shaped the world. Our principal goal is to remain one of the world's leading universities in an increasingly competitive global higher education sector. Today the University of Cambridge is at the centre of a cluster of over 4,300 businesses employing 58,000 people.

Our capital investment projects include academic and commercial growth at both the West Cambridge Innovation District, and the Biomedical Campus in the south of the city. Eddington, in North West Cambridge, is a mixed-use development including key worker housing for staff, a community centre and a new primary school, managed by the University. Through these projects, the University is deeply embedded in, and committed to serving, our local community. These are all conspicuous signs of a University that is not only adapting to new needs, but also anticipating the future.

Our mission is to contribute to society through the pursuit of education, learning, and research at the highest international levels of excellence. Our core values are:

- freedom of thought and expression; and
- freedom from discrimination.



About us

The University is one of the world's leading academic centres. It comprises 150 faculties and departments, together with a central administration and other institutions. Our institutions, museums and collections are a world-class resource for researchers, students and members of the public representing one of the country's highest concentrations of internationally important collections.

The University has an annual income of £2 billion. Research income, won competitively from the UK Research Councils, the European Union (EU), major charities and industry, exceeds £500 million per annum and continues to grow.

The Colleges and the University remain committed to admitting the best students regardless of their background and to investing considerable resources both in widening access and financial support. The 31 Colleges are self-governing, separate legal entities which appoint their own staff. Many academic staff are invited to join a College as a Teaching Fellow, which provides a further social and intellectual dimension. The Colleges admit undergraduate students, provide student accommodation and pastoral support and deliver small group teaching for undergraduates.

The University awards degrees and its faculties and departments provide lectures and seminars for students and determine the syllabi for teaching.

Our instinct for seeking out excellence and setting up enduring and mutually beneficial collaborations has led us to establish strategic partnerships across the globe. Whether it is the successful Cambridge-Africa Programme involving universities in Ghana, Uganda and elsewhere on the African continent; or the close association with the government of India to pursue new research in crop science; or the creation, with Germany's Max Planck Institutes, of a Cambridge-based centre for the study of ethics, human economy and social change – international partnerships are now an inextricable part of the University's make-up.

“Cambridge graduates and researchers have made – and continue to make – a colossal contribution to human knowledge and the understanding of the world around us. Their work touches on the lives and livelihoods of everyone from patients diagnosed with life-threatening diseases, to residents of areas critically affected by climate change, to children growing up in conflict zones. It has a lasting impact on our society, our economy and our culture: the world is truly a better place thanks to their efforts.”

Stephen Toope, Vice Chancellor 2019



Working at the University

Working at Cambridge you will join a diverse, talented and innovative community, with more than 23,000 students and over 16,000 staff from all walks of life and corners of the world.

The University continually explores strategies to attract and retain the best people. It is committed to supporting its staff to achieve their best. We are a fair, diverse and inclusive society and we believe our staff are our greatest asset. There is strong commitment to developing institutional leadership and supporting and encouraging staff development at all levels.

We offer a variety of roles including academic, research, professional, managerial and support roles. We also offer extensive benefits and excellent learning opportunities within a stimulating working environment.

The University's estate is undergoing the most significant transformation in its history. Cambridge has been able to create a new science and technology campus to the west of the city centre, and is now expanding further to the north west of Cambridge including investing in affordable homes for University key workers and community facilities. Even with our continued development, the University remains within walking or cycling distance across the campus. The University is a major partner on the Cambridge Biomedical Campus and we continue to redevelop our historic city centre sites demonstrating our determination to ensure that we can offer the best facilities and opportunities for our staff and students.



Equality & diversity

The University has built its excellence on the diversity of its staff and student community. We aim to be a leader in fostering equality and inclusion, and in promoting respect and a sense of belonging for all. We encourage applications from all sections of society. All appointments are made on the basis of merit. We have an Equal Opportunities Policy, along with a range of diversity groups, including the Women's Staff Network, Race Equality Network and LGBT+ Staff Network. More details are available here: <http://www.equality.admin.cam.ac.uk/>

The University has a bronze Race Equality Charter award, with a framework for improving the representation, progression and success of minority ethnic staff and students within higher education. Furthermore, the University's silver Athena swan award recognises and celebrates good practice in recruiting, retaining and promoting gender equality.

Living in Cambridge

Cambridge is rich in cultural diversity. From beautiful University and College buildings, museums and art galleries, quaint gardens and punts on the River Cam, to a vibrant restaurant and café scene, our employees are surrounded by the wonderful features of this unique city.

You can find a wide-range of high street shops and 3 shopping centres, with independent alternatives at the historic market and nestled within the passageways in the city centre. You will find a cinema, bowling alley, a nightclub and various live performances at the Cambridge Leisure Park, with further entertainment options at the Corn Exchange, Arts Theatre and the ADC Theatre. Further information can be found on the [Visit Cambridge](#) website.

If you prefer the faster pace of life, London is a 45 minute train journey away. For those travelling from overseas, Stansted Airport is just 45 minutes away and Heathrow Airport under 2 hours away. The University is a short distance from a host of other attractions such as Ely Cathedral, Newmarket Races and various wildlife parks and stately homes. Cambridge is also within easy reach of the beautiful Broads and coastlines of Norfolk and Suffolk.

Relocation Support

The University recognises the importance of helping individuals to move and settle into a new area. We provide support and guidance to those relocating internationally or domestically to take up a post at the University of Cambridge, liaising with other University offices and selected partners to ensure comprehensive relocation support is available. This includes: accommodation, childcare, schools, banking, immigration and transport. If you would like further information, please visit <https://www.accommodation.cam.ac.uk/RelocationService/>. The Shared Equity Scheme and the Reimbursement of Relocation Expenses Scheme provide financial assistance to qualifying new members of staff with the costs of relocating to Cambridge. For staff who require a Skilled Worker Visa, Global Talent Visa or Settlement (known as indefinite leave to remain) to take up employment with the University, we offer an interest free [visa loan scheme](#) for current and prospective staff (and their dependants), to help meeting the cost of obtaining a visa.

Accommodation Service

The University Accommodation Service helps staff, students and visiting scholars who are affiliated to the University in their search for suitable accommodation in Cambridge. The dedicated accommodation team can provide access to a wide range of University-owned furnished and unfurnished properties, and has a database of private sector accommodation available for short and long-term lets. For further information and to register with this free service please visit <https://www.accommodation.cam.ac.uk/>



What Cambridge can offer

We offer a comprehensive reward package to attract, motivate and retain high performing staff at all levels and in all areas of work.

The University offers a wide range of competitive benefits, from family leave entitlement, to shopping and travel discount schemes. Our generous annual leave package contributes to the positive wellbeing of our University employees. Sabbatical leave enables academics to focus on research and scholarship, whilst still maintaining their full salary. The University also has a [career break scheme](#) for academic and academic-related staff, with additional flexible working policies for all other staff.

Pay and benefits

The University salary structure includes automatic service-related pay progression in many of its grades and an annual cost of living increase. In addition to this, employees are rewarded for outstanding contribution through a number of regular pay progression schemes. The University offers attractive pensions schemes for employees, with an additional benefit of a salary exchange arrangement providing tax and national insurance savings.



CAMbens employee benefits

The University offers employees a wide range of competitive benefits, known as CAMbens. CAMbens offers something for everyone across a range of categories, including:

- Financial Benefits, including shopping discounts (both local and national) and a Payroll Giving scheme;
- Relocation and Accommodation Benefits, including relocation assistance and interest-free Rental Deposit Loans;
- Travel Benefits, including Cycle to Work, discounts on train season tickets and interest-free Travel to Work loans;
- Family Friendly and Lifestyle Benefits, including support with childcare and family friendly policies;
- Health and Wellbeing Benefits, including a University Staff Counselling Service, discounts at the University Sports Centre, and other local gyms, and healthcare schemes.



What Cambridge can offer

Family-friendly policies

The University recognises the importance of supporting its staff. We have a range of family-friendly policies to aid employees' work-life balance including a generous maternity, adoption and shared parental leave entitlement of 18 weeks full pay, and paid emergency leave for parents and carers.

Other family-friendly support includes:

Our highly regarded workplace nurseries, a childcare salary exchange scheme and a high quality holiday Playscheme may be available to help support University employees with caring responsibilities (subject to demand and qualifying criteria). Further childcare information can be found here: <https://www.childcare.admin.cam.ac.uk/>

The [Newcomers and Visiting Scholars Group](#) is an organisation within the University run by volunteers whose aim is to help newly arrived wives, husbands, partners and families of Visiting Scholars and members of the University to settle in Cambridge and give them an opportunity to meet local people. The Postdoc Academy supports the postdoctoral community within Cambridge. Further details are available here: <https://www.postdocacademy.cam.ac.uk/>

Your wellbeing

The University's Sport Centre, Counselling Services and Occupational Health are just some of the support services available to University employees to promote their physical and mental wellbeing. The University delivers The Festival of Wellbeing annually, which is a programme of stimulating talks and activities, which aim to promote wellbeing and good mental and physical health. The University also hosts the [Cambridge Festival](#), which is a great opportunity to get your first taste of public engagement, through volunteering, supporting hands-on activities or proposing a talk.

Development opportunities

We support new employees to settle in through various activities as well as supporting their professional and career development on an ongoing basis. Our Personal and Professional Development (PPD) team provide development opportunities for all University employees, including face-to-face sessions, online learning modules and webinars. All employees also have unlimited access to LinkedIn Learning to support their development. Both new and existing employees can undertake funded Apprenticeships, which lead to a range of vocational and professional qualifications. We offer reduced staff fees for University of Cambridge graduate courses and the opportunity to attend lectures and seminars held by University departments and institutions. A range of University training providers also offer specialist learning and development in their own areas e.g. teaching and learning, digital literacy, finance, health and wellbeing, safety.



How to apply

Applications should be submitted online via the University of Cambridge jobs page www.jobs.cam.ac.uk by clicking “Apply online” in the job advert. You will need an email address to register for our online system.

Conversations about flexible working are encouraged at the University of Cambridge. Please feel free to discuss flexibility prior to applying (using the contact information below) or at interview if your application is successful.

If you would like more information about this role, informal enquiries can be directed by email to Louis Walls at louis.walls@admin.cam.ac.uk

If you have any queries regarding the application process please contact finhr_recruitment@admin.cam.ac.uk

The closing date for applications is 23 July 2025. The first interview date for the role are planned for 06 August 2025 and second interview on 14 August 2025.



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