



Lincoln College

UNIVERSITY OF OXFORD

Further Particulars

Job Title:	Sustainable Procurement Internship
Contract Type:	Fixed Term (3 weeks)
Department:	Domestic Bursary
Responsible to:	Sustainability Officer
Salary:	£15.06 per hour (37.5 hrs a week) including rolled up holiday pay
Benefits:	Free lunch is provided in college, when on duty. Discounted accommodation for duration of contract.

Background information on the College

Lincoln College was founded in 1427 and is one of the constituent colleges of the University of Oxford. It is a self-governing academic community with approximately 600 students in residence. The College occupies a historic site in the centre of Oxford and has an excellent academic reputation. Further information is available at www.lincoln.ox.ac.uk.

Job Purpose

This internship will focus on analysing the College's procurement practices to identify opportunities for improving sustainability, cost efficiency, and supplier consolidation. The role combines data analysis, stakeholder engagement, and sustainability assessment to support more strategic purchasing decisions.

Project Outputs

- A detailed report outlining:
 - Total number of suppliers used by the College within scope
 - Breakdown of suppliers by category (e.g. office supplies, IT equipment, facilities)
 - Identification of duplicate suppliers for the same products
 - Recommended preferred suppliers based on sustainability credentials, cost, and alignment with existing procurement frameworks (shared procurement service)
- A practical assessment framework/template for evaluating suppliers on sustainability, cost, and procurement alignment, to support future decision making
- Contribution to a sustainable procurement policy or guidance document

Key Responsibilities

- Engage with internal stakeholders (departments, procurement, finance) to understand purchasing behaviours and requirements
- Conduct a comprehensive review of College expenditure across suppliers, using data from credit card transactions, Amazon business accounts, and finance records
- Map and categorise suppliers by product type (e.g. office supplies, IT equipment), identifying duplication and overlap in purchasing
- Analyse how many suppliers are currently used for the same or similar products across departments
- Assess the sustainability credentials of key suppliers, including environmental policies, certifications, and alignment with sustainable procurement standards
- Compare specific products (e.g. computer mice) across multiple suppliers (such as Amazon vs Lyreco), evaluating both cost and sustainability factors
- Identify opportunities to consolidate spend with more sustainable and cost-neutral suppliers
- Support the potential co-development of a sustainable procurement policy or guidelines

General Responsibilities

- Attend training sessions as required.
- Be familiar with and work in accordance with College policies and procedures.
- Promote a safe, healthy and welcoming environment.
- Undertake other reasonable duties as requested by the Sustainability Officer

This job description may be subject to review in consultation with the postholder.

Person Specification

Experience and Skills

- Active or recent involvement in a university-level degree programme with qualitative and quantitative research experience.
- Excellent attention to detail and high levels of accuracy
- Ability and willingness to work independently

- Excellent command of the English language: strong oral and written communication skills, including the ability to communicate with a wide range of people.
- Excellent interpersonal skills, including the ability to work effectively with people from a wide range of backgrounds and at all levels of an organisation.
- Good IT skills, including MS Office packages (Outlook, Word, Excel, etc) at an advanced level.
- Proven ability to identify risks and opportunities, and to make appropriate recommendations to an organisation.

Personal Qualities

- A strong interest in the sustainability agenda, and a drive to make positive change within the colleges.
- A flexible attitude towards duties, including a willingness to work co-operatively and collaboratively to meet the fluctuating needs of the College.

Application process

- Candidates should submit the following documents by closing date of **22nd of June**
- A completed Application (available on the College website THROUGH Employment Hero)
- Including a covering letter (no more one A4 page) explaining your interest in the post and demonstrating how you meet the requirements of the person specification.
- An up-to-date CV.

Recruitment monitoring information is collected for equality purposes only and does not form part of the selection process.

It is anticipated that interviews will be held at Lincoln College in the week commencing 06/07/2026

Personal data will be handled in accordance with the College's Privacy Policy.

Other Information

Employment is subject to verification of the right to work in the UK and provide satisfactory right-to-work documentation.

The successful candidate will be required to complete a confidential medical questionnaire which will be forwarded to our Occupational Health Department.

Equality, Diversity and Data Protection

Lincoln College is committed to equality of opportunity and to providing a working environment in which all individuals are treated with dignity and respect.