

## Procurement – Job Description

**POST:** Procurement Officer

**GRADE:** PO4 to PO6

**RESPONSIBLE TO:** Strategic Procurement Partner

**RESPONSIBLE FOR:** None

UP TO 5 STAFF	6-15 STAFF	16-49 STAFF	50+ STAFF

Will the post holder be responsible for contract/agency/project staff, if so please provide details? **NO**

Are the staffs that this post holder will supervise/manage based at the same work location? **Not applicable**

### BASIC OBJECTIVES OF THE POST

1. Manage procurement projects to best practice standards, to maximise and maintain the efficiency of the procurement process and ensure value for money outcomes.
2. Ensure Council benefits from a robust, timely and competitive procurement process delivering best value for money.
3. Ensure corporate and regulatory compliance across procurement processes.
4. Delivery of commercially robust contracts with clearly defined outcomes and measurable performance criteria.

### GENERAL DUTIES & RESPONSIBILITIES

1. To liaise with business units to understand their specific service needs and to ensure that all procurement projects contribute to the delivery of Councils objectives and support the Category Management Plan.
2. Carry out compliant procurement processes (including development of tender documents and evaluations), as prescribed by current Council procurement policy, contract standing orders and procurement strategies on behalf of business unit commissioners.

3. Provide regulatory, legal and corporate governance advice to business units, related to the procurement process, contract and specification development.
4. Develop best value sourcing options for consideration by the designated commissioner for specific procurements (e.g. multi/single source, outsource, framework, collaboration, type of procurement procedure) and which align with procurement strategies.
5. Lead and manage the procurement tendering process on behalf of business units where the contract value will exceed £160,000 (as amended from time to time), utilising the compliant tools and systems as prescribed by current procurement policy and guidelines.
6. Ensure all procurements are conducted within Council contract standing orders, current policies and public procurement regulations.
7. In conjunction with Council legal function, ensure procurement contracts are developed to provide clear and robust commercial arrangements and which address key performance criteria.
8. Act as the key point of contact for Strategic Procurement on matters relating to procurement process compliance (e.g. waiver request).
9. Utilise Council procurement and financial systems to maintain comprehensive and accurate records of procurement processes (e.g. DPS, tenders, RFQs, waivers) to record contractual arrangements with suppliers.
10. Develop and maintain excellent working relationships with business commissioners that will enable most effective delivery of defined outcomes.
11. To support in-house training and workshops, relating to procurement processes, to officers in business units as necessary.
12. To provide technical and contractual advice and guidance to technical and non-technical clients regarding the most appropriate procurement solution and forms of contract (e.g. services, design and build, traditional construction, etc.) projects.
13. Ensure systems and processes deployed contribute to delivery of the savings and benefit targets as set by Head of Procurement and Strategic Sourcing Partners.
14. Be fully informed about all public procurement and other regulatory changes that may affect Council procurement and contractual operations.

15. To represent the Council at meetings with contractors and consultants, including other Local Authorities and at procurement forums etc.
16. To work flexibly across other areas of procurement in response to Council needs and changing workloads

**General Responsibilities**

1. Post holder is responsible for accuracy and completeness of data. Data is used to report publicly on volume and value of all Council procurements above £500; to manage total expenditure; measure performance savings; and record approved exceptions to standard process and non-compliant activities.
2. Understanding, knowledge and ability to follow guidelines that ensures compliance to Health and Safety at Work, Data Protection and other statutory requirements.
3. Awareness of health and safety aspects and issues, first aid and manual handling in relation to working environment.
4. Knowledge and experience of using IT systems working knowledge adequate or sound knowledge required.
5. An understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.
6. Undertake any other duties consistent with the basic duties and objectives of the post.

**GRADE PROGRESSION:**

Progression to Scale PO5 (scale PO4 to PO5) will require the post holder to fulfil all the duties listed above and in addition work under some supervision:

**PO5**

1. To interpret EU procurement legislation and case law and to incorporate them into guidance and practice documents for Council officers, commissioners and Senior managers.
2. To undertake the change management processes to embed new practices into working processes, mitigating risk of challenge to the council.

3. To deliver and manage a complex public sector procurement project e.g. technical design, competitive dialogue, financial or outsourcing elements.
4. To lead and manage one public sector procurement project in construction/public realm with a total value in excess of £20m.
5. Able to effectively manage the entire procurement life cycle unsupervised in at least 3 of the following procurement processes:
  - Open tender
  - Restricted tender
  - Competitive procedure with negotiation
  - Competitive dialogue
  - Innovative partnership
  - Negotiated procedure
  - Letting a framework

**PO 6**

Progression to Scale PO6 (scale PO5 to PO6) will require the post holder to fulfil all the duties listed above and in addition, be self-motivated, work with negligible supervision, and work to the following higher standards:

**PO6** – Managed the entire procurement life cycle unsupervised in at least 4 of the procurement processes stated above.

To monitor spend against contract values, take timely action to ensure that any breaches are reported to the relevant service managers and remedial actions comply with E.U. regulations and CSO's.

To review contract terms and conditions and provide initial advice and guidance in relation to dispute resolution.

To specialise in procurement projects where higher levels of responsibility, stakeholder management and experience are necessary due to the complex nature of the markets and high value of projects (£30m+).

**MAIN CONTACTS (BEYOND LINE MANAGEMENT STRUCTURE)**

1. Business unit commissioners
2. Strategic Procurement Partner
3. Suppliers
4. Legal services
5. Shared Services Centre
6. External collaborative partners (e.g. NLSA; other local authorities)

**Person Specification**

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**The Person:**

These are the qualities we believe to be necessary to undertake this role. You should clearly show in your application how your skill/experience potential meet some or all of them, as the shortlisting decision will be based on our assessment of you against these criteria.

**Abilities, attributes, experiences and knowledge**

- Extensive experience of managing and delivering complex and high value public sector procurement tenders under Procurement Contract Regulations in local government, within the posts primary category.
- To have a working knowledge of the posts primary category related industry Regulations to facilitate best value in procurement projects.
- Development of robust commercial specifications and service level agreements.
- Can offer constructive advice in developing pragmatic contract performance measurements.
- A well organised person with excellent time and task management abilities, able to deliver complex and multiple activities against tight time pressures.
- Ability to engage clients with professionalism and communicate effectively on potentially complex procurement regulations.
- Development and successful deployment of formal negotiation strategies.
- Highly developed analytical skills with the ability to critically appraise supplier bids and identify value opportunities.
- Able to creatively operate within the constraints of public procurement regulations. Act in a consultative manner with clients and colleagues to facilitate best outcomes.
- Excellent working knowledge of the legal and regulatory framework governing public sector procurement.
- Ability to communicate effectively and persuasively with all levels of Council colleagues and external supplier organisations.
- Ability to work independently of supervision using own initiative to make effective decisions and prioritise workload.
- Able to take the lead in developing and managing procurement options.
- Ability to challenge and influence ideas.
- Produce clear, well-structured and informative reports.

- A basic knowledge of legal contracting coupled with the ability to engage effectively with Council legal representatives.
- A willingness to proactively develop and enhance the service offering of the role.
- A project management approach to delivery of workload.
- Excellent IT skills, in particular a minimum of intermediate Excel capability.

**Qualifications (only if applicable)**

Full CIPS or other relevant professional qualification/experience or undergoing study to complete a relevant professional qualification.

**Other**

The employee's duties require the following activities: -

	Yes		Yes
Office duties	✓	Outdoor work / uneven surfaces	
Use of a computer	✓	Working at heights / on ladders / roof work	
Audio typing		Confined spaces	
Potentially confrontational work		Outdoor work or extremes of temperature	
Crisis or conflict situations		Driving a Minibus as part of duties or as a volunteer	
Management responsibility		Driving car / van as part of duty	
Tight deadlines	✓	LGV / PSV driving	
Walking 1+ miles during working day		Operating lift-truck, digger or crane	
Use of stairs	✓	Work with significant electrical hazards	
Regular manual handling of objects / furniture / equipment (please indicate kilos involved)		Operating potentially hazardous machinery	
Regular and repetitive movements		Exposure to potentially hazardous substances	
Awkward positions e.g. stooping, bending, reaching up		Chemicals, e.g. solvents or metal working fluids	
Sitting / Standing for prolonged periods		Noisy environment (over 80dB[A])	
Working alone or in isolation		Radiation	
Working shifts / unsocial hours / nights		Respiratory e.g. dust, fume, solder	
Risk of infection e.g. TB, Hep B / Other		Vibrating machinery	
Teaching or responsibility for children		Preparing raw food / serving food	
Control and restraint		Other	