

Procurement – Job Description

POST: Senior Procurement Officer - Construction/Public Realm

GRADE: PO7 to PO8

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, minimising the Council's exposure to risk.
4. Delivery of commercially robust contracts with clearly defined outcomes and measurable performance criteria.
5. Responsible for drafting commentary to decision reports on behalf of Strategic Procurement.
6. Manage and undertake major Construction and/or Public Realm procurement projects with high value or complex requirements.
7. Develop sourcing plans to ensure best value is achieved through the procurement project.

GENERAL DUTIES & RESPONSIBILITIES

1. To actively support the Strategic Procurement Partner in developing and delivering strategies, best practice policies and procedures for the procurement function.
2. 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.
3. To manage and deliver procurement projects as directed by the Strategic Procurement Partner or the Head of Procurement.
4. 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.
5. 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.
6. To undertake relevant tactical analysis relating to planned procurement activities including benchmarking and early market engagement exercises.
7. To oversee commercial negotiations on behalf of the Council to ensure procurement related benefits are secured and its commercial position is protected.
8. To write and present reports and presentations to a range of stakeholders on procurement related areas.
9. To undertake and support in-house training and workshops, relating to procurement processes, to officers in business units as necessary.
10. 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.

11. 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.
12. To work in partnership with business units which ensures the commissioning strategies are developed with full commercial consideration to deliver best value outcomes and efficiencies.
13. In conjunction with Council legal function, ensure procurement contracts are developed to provide clear and robust commercial arrangements and which address key performance criteria.
14. To contribute positively to supplier perceptions of organisational procurement, establish and develop enhanced working relationships with the supply chain.
15. To work closely with internal and external stakeholders to establish a holistic and partnership approach to procurement and thereby secure quality, value for money and identify supply chain improvements.
16. To alert senior management, Directors and Members of potential risks to the Council and where it does not represent Value for Money within decision report commentary.
17. To monitor spend against contract values and to take timely action to ensure that service managers are informed of any breaches. Any remedial actions taken are compliant with E.U. regulations and CSO's.
18. Provide regulatory, legal and corporate governance advice to business units, related to the procurement process, contract and specification development; ensuring compliance with Council contract standing orders, current procurement policies and public procurement regulations.
19. To provide limited support in disputes between Council and Consultants and/or contractors including advice on dispute resolution.
20. Be fully informed about all public procurement and other regulatory changes that may affect Council procurement and contractual operations.

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. To represent the Council at meetings with contractors and consultants, including other Local Authorities and at procurement forums etc.
7. Undertake any other duties consistent with the basic duties and objectives of the post.

GRADE PROGRESSION:

Progression to Scale PO8 (scale PO7 to PO8) will require the post holder to fulfil all the duties listed above and in addition work under minimal supervision:

1. To interpret and translate EU procurement legislation and case law into corporate guidance and practice documents for Council officers, commissioners and Senior managers at a detailed level.
2. To deliver and manage a high value complex public sector procurement projects that require specialist in-depth knowledge of construction and public realm sectors. e.g. technical design, competitive dialogue, financial instruments, multi partner, development vehicles or outsourcing elements etc.
3. Draft enhanced commercial terms and conditions to support complex commercial arrangements in procurement projects.
4. Coach and mentor Strategic Procurement staff to support career development.

5. To provide support in disputes between Council and contractors including advice on dispute resolution when required.
6. 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 (£50m+).

MAIN CONTACTS (BEYOND LINE MANAGEMENT STRUCTURE)

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

Person Specification

POST: Procurement Officer

GRADE: PO7 to PO8

RESPONSIBLE TO: **Strategic Procurement Partner**

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.
- Able to effectively manage the entire procurement life cycle unsupervised in at least 4 of the following procurement processes:
 - Open tender
 - Restricted tender
 - Competitive procedure with negotiation
 - Competitive dialogue
 - Innovative partnership
 - Negotiated procedure
 - Letting a framework
- Experience in working with NEC and JCT forms of contracts.
- To have excellent working knowledge of the construction and/or public realm category related industry Regulations to facilitate best value in procurement projects.
- Able to creatively operate within the constraints of public procurement regulations. Act in a consultative manner with clients and colleagues to facilitate best outcomes.
- Proven experience of developing and implementing strategic plans across a range of service areas.
- Development of robust commercial specifications, contract performance and service level agreements.
- Development and successful deployment of negotiation strategies.
- Good knowledge of contract law. - including an understanding of existing and developing legislative issues such as the Public Contract Regulations, construction and public realm related specific Regulations.

- Identifies, develops and implements best practice in supplier relationship management
- Specialist knowledge and understanding of related procurement best practice, procurement process and output specifications
- A well organised person with excellent time and task management abilities, with practical experience of managing an extensive work programme involving multiple stakeholders and across complex organisations, allocating tasks, directing resources and prioritising to achieve outcomes within demanding timescales.
- Ability to interpret and present information concisely in a variety of methods e.g. orally, in writing and to confidently present to various internal and external stakeholder groups.
- Ability to engage clients with professionalism and communicate effectively on potentially complex procurement regulations.
- Highly developed analytical skills with the ability to critically appraise supplier bids and identify value opportunities.
- A willingness to proactively develop and enhance the service offering of the role.
- Ability to work effectively with a wide range of stakeholders including senior management, members, colleagues, other authorities, government agencies and suppliers
- Experience in supporting a change programme within an organisation.
- Excellent IT skills, in particular a minimum of intermediate Excel capability and experience in using sourcing systems.

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	