

Job Description and Person Specification

Job title:	Procurement Officer
Directorate:	Resources
Service:	Commissioning & Procurement
Team:	Procurement
Post number:	05481
Salary grade:	J
Work location:	Market Street / hybrid
Reports to:	Corporate Category Manager
Supervises:	N/A

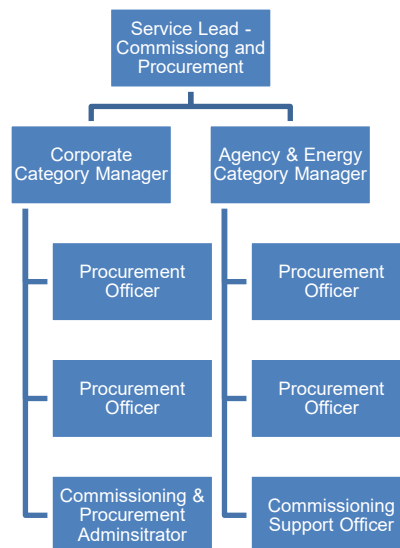
Job Purpose

Contribute to the long term strategic planning of the Council by leading on procurement of contracts which will ensure the delivery of service objectives.

Lead on negotiation for new and existing work in the context of the strategic direction of the Council and ensure robust mechanisms are in place to promote effective partnership working with a range of provider organisations.

Identify and achieve efficiencies and opportunities for cost savings by working closely with service areas and wider stakeholders. Ability to make a significant impact in a fast paced changing environment.

Structure Chart



Main Duties and Responsibilities

- Lead on procurement projects which will achieve efficiencies and savings in key category areas as required
- Support the Category Manager (CM) to review and decide upon the best approach for spend categories such as: use of framework agreements, in or out-sourcing etc

Main Duties and Responsibilities

- Liaise with colleagues and other stakeholders to support compliant procurement processes including document preparation, tender, evaluation, due diligence and award stages
- Develop use of the In-tend portal to support system users and produce meaningful reports
- Prepare board reports and management information as required, supporting the CM at Procurement Board on a monthly basis
- Ensure accuracy of the corporate contracts register, risk register, tender folders and contracts library
- Support market engagement activities and workshops as part of the category management approach
- Understand the market, influence the spend, challenge existing practice and take a holistic approach
- Secure quality, value for money and supply improvements across the life cycle of the contract for the whole organisation
- Gather, review, analyse and present information from a variety of sources; service areas, national data sets, information from a range of internal and external stakeholders to inform strategic commissioning decisions
- Support high level, complex negotiations
- Act as a source of procurement expertise and making users aware of key issues
- Maintain awareness of recent developments in national and local procurement policy
- Embed best practice procurement as a high priority profile function within the Council
- Promote equality as an integral part of the role treating everyone with fairness and dignity
- Comply with WBC health and safety policies, procedures and rules, taking reasonable care of self and others.
- Adhere to the standards set out in the WBC competency framework.
- Undertake duties as required which may from time to time be necessary, compatible with the nature of the post

Scope (impact on/control of resources, people, money etc)

This post will have a strategic impact on significant areas of addressable spend within the Council's purchasing of supplies and services. The post holder's influence will be over the medium to long term as part of the strategic implementation of category management across all council services areas in line with Medium Term Financial Strategy intentions. Post holder will be instrumental in leading on the delivery of procurement programmes, to deliver improved outcomes to residents and to support the achievement of the Council's savings target.

Person Specification	Essential/ Desirable	Internal Use Only
Qualifications		
Educated to degree standard or equivalent	E	1
Member or working towards Membership of Chartered Institute of Purchase & Supply	D	1
Project Management Qualification (Prince or equivalent)	D	2
Experience		
Minimum 2 years' experience of procurement or commissioning in a commercial setting	D	1
Experience of working in a setting where confidentiality is paramount	E	1

Can demonstrate financial planning skills, ability to manage budgets and the financial elements of projects	D	2
Able to produce clear procurement documentation for new/retendered services based upon corporate, service and stakeholder requirements.	E	3
Experience of tendering, spot purchase, framework or other elements of the procurement process	D	2
Knowledge and understanding		
Sound knowledge of Public Contracts Regulations (2015)	E	1
Knowledge of the Council's constitution	D	1
Understanding of the local government environment	D	2
Skills and abilities		
Proven track record of achieving efficiencies through effective category management	D	1
Ability to demonstrate experience of negotiation of complex and business critical contracts and services	D	1
Able to respond to changing compliance/quality requirements as a consequence of changes to Government legislation	E	2
Experience of Council systems inc. Agresso and In-tend	D	2
Working with excel and databases to a high level, to manipulate, analyse and interpret data	E	3
Experienced at presenting complex information in report format to a high standard for senior managers and elected Members	D	3
Proven skills to support and advise colleagues to inform procurement decisions	E	4
Skilled at negotiating with internal/external providers to manage progress against improvement plans	E	5
Ability to use Outlook, and a web browser to access information	E	6
Work-related personal qualities		
Able to influence and negotiate with a wide range of audiences	E	1
Experience of working in a fast paced changing organisation and environment.	E	2
Excellent organisational, communication and presentation skills.	E	3
Ability to work on own initiative and as part of a team	E	4
Other work-related requirements		
Ability to attend meetings at any site.	E	1
This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2017; the requirement to fulfil all spoken aspects of the role with confidence in English applies.	E	2
Enhanced DBS check with relevant barred list/s	No	n/a
Is this post politically restricted?	No	n/a