

Procurement Officer

JE Code: JE0739

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| **Values – We are dedicated, respectful, collaborative, we are Milton Keynes Council** | |
| **Service** | Corporate Procurement |
| **Reports to:** | Procurement Manager |
| **Job Family** | Professional & Technical |
| **Grade:** | G |
| **Political restricted** | N/A |
| **Date:**  **JE Code:** | December 2021  JE0739 |

**Key Deliverables**

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| **1.** | Accountable for a portfolio of procurement projects from £25,000 up to FTS Threshold and above (when required) to enable the delivery of service outcomes and value for money. |
| **2.** | Manage procurement projects to ensure that best practise is used to maximise opportunities for efficiencies and service improvement. |
| **3.** | To advise and train officers in the drafting of quotation and tender documents including approaches to evaluation and the relevant approval reports. |
| **4.** | To establish and maintain appropriate professional relationships with all internal and external stakeholders. |
| **5.** | To liaise with service areas to understand their specific service delivery needs and to influence and support them in applying the most appropriate procurement strategy that delivers these outcomes. |
| **6.** | To use the Council’s E-Tendering portal to run all procurement activity and undertake procurement reporting. |

*Within reason these key deliverables may evolve to meet service need and it is expected that you will be flexible and adaptable in your delivery to meet both service and council wide needs*

**Essential Requirements (key skills & qualifications)**

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| **1.** | Member of the Chartered Institute of Purchasing & Supply. Level 4 Diploma in Procurement & Supply as a minimum. |
| **2.** | Proven knowledge of public sector/local government procurement processes and regulations. |
| **3.** | Demonstrable experience in Procurement activity preferably public sector. |
| **4.** | Demonstrable experience of manipulation of financial and other data within an excel environment to evaluate tenders and performance. |
| **5.** | Ability to think and act strategically within a corporate structure. |
| **6.** | Effective communicator both verbally and in writing. |
| **7.** | Ability to working as part of a team to deliver strategic objectives. |
| **8.** | Able to take responsibility for delivering own work and meeting agreed work objectives, working to local frameworks and guidelines. |
| **9.** | Self- motivating with energy, drive and resilience under pressure. |



Job Family

Professional/Technical

Grade G

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| **Colleagues Expectations**   * Be professional at all times * Work together for the good of the team, council and local people * Promote a supportive culture * Challenge assumptions * Take ownership * Be willing to change and do things differently * Always work in a safe manner | **Manager’s expectations**   * Be a role model by displaying positive behaviours at all times * Make well-considered decisions * Support, coach and communicate with my team * Be accountable for my team’s performance |

Professional/Technical job holders rely upon their deep knowledge of the specialism or discipline in which they work to carry out vital tasks and provide authoritative advice to others. Often developing within recognised career paths, their evolving expertise sees them bear increasing responsibility for managing Council assets, the development of policies and procedures and the strategic direction of the functions they support.

### Role Characteristics

At this level roles require an in depth, theoretical understanding of their particular discipline to solve complex problems, offer evidence based, provide authoritative advice to colleagues / service users, and manage teams and/or other resource assets.

### The Knowledge and skills required

The broad knowledge requirement needed to deal with the technical and business challenges of roles is usually underpinned by an appreciation of the theoretical basis of the particular discipline, such that job holders can fall back on the first principles of their specialism to make decisions and offer advice.

This level of knowledge is often indicated by the need for a degree level education in the relevant field, but for some roles this is substituted by a significant level of on-the-job training and focussed experience such that the level of expertise confers a similar level of authority.

Roles will have demands for manual dexterity in relation to typing and similar functions, other jobs will use a range of equipment requiring precision in their use and handling.

### Thinking, Planning and Communication

The situations and problems dealt with at this level will be increasingly complex, involving several information streams where analytical and judgemental skills will be needed to interpret information correctly and determine optimum solutions.

Job holders will have plenty of day-to-day issues to contend with, they will also need to plan some months ahead to achieve medium-term objectives in such areas as project support or service development.

At this level, the information exchanged with internal and external colleagues, and members of the public will call for developed communication skills on the part of the job holders. Matters will be technically complicated, requiring careful explanation, or sensitive, requiring significant listening skills to interpret information and provide appropriate advice

**Decision Making and Innovation**

Job holders will have the autonomy to adapt specific approaches to better meet medium term objectives. They will be bound by the recognised procedural framework of their specialism as it is managed by the Council but will decide when and precisely how duties are to be carried out. They will also deal with problems (often escalated to this level) for which there are no set-down routes to a solution other than broad service practice guidelines.

### Areas of responsibility

With a diverse range of jobs being represented at this level, the precise blend of responsibilities for which the job holder is accountable will depend upon the service in which they operate.

External facing roles will focus on the needs of people whether external service users or partners and will be responsible for high impact decision making and the implementation of appropriate programmes on behalf of individuals or groups of people or enforcement of regulations which have direct and significant consequences upon those served. Such roles are likely to have only modest levels of responsibility for finance, information assets, equipment and/or premises.

Internal roles are likely to have this pattern reversed, with weightier responsibility for significant financial and non-financial assets, but less for the assessment of needs of individuals and groups.

Jobs will have supervisory responsibility for the work of others and will be accountable for the quality and timeliness of outputs, whether related to the work of internal teams or temporary external contractors, volunteers, or others.

### Impacts and Demands

Tasks and duties will be generally carried out in a sedentary position but there will always be a requirement for standing and walking from time to time, and the occasional need to lift or carry items.

The problem solving and decision-making elements of these jobs mean that job holders require lengthy periods of enhanced mental attention to attend to duties, while also dealing with deadlines, interruptions, and conflicting demands.

Duties of jobs at this level will not require job holders to develop and maintain working relationships with people who, through their circumstances or behaviour, place particular emotional demands on the job holder.

Many Professional / Technical job holders find themselves exposed to some disagreeable, unpleasant or hazardous working conditions. Particularly when the needs of their specialism require them to work on external sites exposed to the weather, in or around refuse and waste plant, close to particularly noisy machinery and in similar environments.

Other jobs, such as enforcement roles, may also see job holders exposed to verbal abuse and threatening environments. In all cases, job holders will minimise risk and conform to health and safety regulations to mitigate any negative effects of such exposure.