**ROLE PROFILE**

**Role Title: Procurement Officer**

**Service Area: Contracts and Commissioning**

**Directorate: People**

**Accountable to: Procurement Manager – People.**

**Grade: G Competency Level: 2**

**JE Code: JE1941**

**9**

**Date: April 2019**

**Purpose of job**

To provide strategic procurement advice and support on all large programmes and projects; over £100K up to £50 million in value. This encompasses all adult and children’s social care categories of spend, and all manner of complexity. To provide strategic guidance to senior officers up to and including Assistant Directors in delivering service objectives by procuring value for money contracts. To inform service re-design and innovation projects with relevant advice on procurement strategy and evaluation tools.

To ensure that all procurement activity is compliant with UK/EU legislation and case law, and delivers Council priorities, especially those arising from Cabinet direction on a periodic basis..

To influence the design of contract specifications and evaluation criteria in order to deliver service outcomes and a reduction in cost, whilst mitigating risk to business continuity.

To provide one to one training and development to officers across the Council and partner organisations to embed procurement best practise and a culture of improvement.

**Key Objectives**

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| 1 | Accountable for a portfolio of procurement projects from OJEU up to £50 million to enable the delivery of service outcomes and value for money. |
| 2 | To establish an in-depth knowledge and understanding of all categories of requirement, from care and services to construction ICT and other complex areas. |
| 3 | Develop and implement robust relationships with service areas, to identify future procurement needs and allow adequate time for delivery. |
| 4 | To lead on and be accountable for advise on all aspects of procurement strategy reflecting the policies of the Council |
| 5 | Manage procurement projects to ensure that best practise is used to maximise opportunities for efficiencies and service improvement. |
| 6 | To identify and support delivery of cost avoidance, cashable savings and other tangible benefits from procurement projects to contribute to team and corporate/departmental targets. |
| 7 | To advise officers in the drafting of tender documents and the relevant approval reports. |
| 8 | To contribute to the production of web based procurement content relating to complex high value procurement to make sure all information is relevant and supports delivery of projects |
| 9 | To actively develop the supplier engagement strategy with client officers and implement market warming activity to increase involvement of local businesses in procurement. |
| 10 | Responsible for supporting and developing other team members, providing direction and advice in specialist areas and disseminating good practise from project to project. |

**Scope**

To support, influence and lead procurement project teams to enable delivery of service outcomes that deliver compliance, service improvement and efficiencies.

To provide advice, support and mentoring to service areas to ensure that the resulting procurement strategy best reflects both service and corporate objectives, whilst meeting political aspirations regarding efficiencies and increasing opportunities for smaller suppliers.

To establish and maintain relationships with all officers engaged in procurement within the service areas, using their influence to embed best practise and ensure delivery within desired timescales.

To ensure that all activity is reflective of Council policy in respect of outcome based procurement and widening opportunities for all businesses.

To maintain management information systems relating to forward planning, savings and lessons learnt.

No budget responsibility but responsible for ensuring that a percentage saving is delivered from each and every project, tracking and reporting the outcome to members.

**Work profile**

1. 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.
2. To establish and maintain appropriate professional relationships with all internal and external stakeholders.
3. To develop the skills and confidence of all officers engaged with procurement projects to maximise compliance and reduce the risk of reputational or financial harm to the Council.
4. To actively influence and persuade officers across all service areas to understand the importance of the correct approach to procurement and the implications of not doing so.
5. To provide professional advice to officers up to a senior level on the preparation and drafting of relevant procurement reports to manage risks inherent in the procurement process.
6. To be responsible for advising on all aspects of the procurement process from options appraisal to contract management.
7. To attend Project Boards where necessary to ensure specific and timely advice is given on a face to face basis at Board level, ensuring that professional judgement is exercised at all times.
8. To undertake personal development by whichever means appropriate.
9. To develop partnerships, both internally and externally, with other public sector organisations, VCS and private sector bodies.
10. To keep abreast of procurement developments including national and legislation and case law regarding procurement. To ensure that all relevant legal developments are reflected in the advice and support given on projects
11. To identify the potential for savings within projects and to reflect these in the procurement strategy and tender documents, recording all outcomes within procurement management information systems.
12. To develop and maintain templates, toolkits and guidance on procurement process and strategy for the use of internal and external clients and providers.
13. To represent the Council on procurement matters at local, regional and national level, in conjunction with and as required by the Head of Strategic Procurement.

**Structure Chart**

**PERSON SPECIFICATION- TO BE REVISED**

**In this section the Skills, Knowledge, Qualification and Competency requirements to perform the role to a satisfactory standard are set out. The extent, nature and level of the role holder’s knowledge and skills should be specified**

**Awareness** some knowledge or skills sufficient to show aptitude and the ability to learn in the particular work area

**Significant**  knowledge and skills gained through practice and/or qualification sufficient to fulfil the role requirements

**Extensive** knowledge and skills gained through practice and/ or qualification to fulfil the role requirements and contribute to training others and developing policy and practice in the work area

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| **PERSON SPECIFICATION** | Examples specific to role | **Required** | | **Level** | | | **Method of Assessment interview, testing, reference** |
| **Essential** | **Desirable** | **Awareness** | Significant | **Extensive** |
| **SKILLS AND KNOWLEDGE**    **Technical knowledge and qualifications** | Member of the Chartered Institute of Purchasing & Supply (MCIPS) qualified or equivalent, ( Level 5) with significant post qualifying experience.  Considerable experience in project and change management, in a procurement or commissioning field  Practiced stakeholder management skills across sectors  A detailed knowledge of public service/local government and partnership working  Proven management skills  Experience of manipulation of financial and other data within an excel environment to evaluate tenders and performance.  Experience in Social Care/Health Procurement | **X**  **X**  **X**  **X**  **X**  **X** | **X** |  | **X**  **X**  **X**  **X**  **X**  **X** |  | **I**  **I**  **I**  **I**  **I**  **I/T**    **I/T** |
| **Planning and organising work** | Able to plan, allocate and review the work of self and influence planning within project teams | **X** |  |  | **X** |  | **I** |
| **Planning capacity and resources** | Able to think and act strategically within a corporate structure | **X** |  |  | **X** |  | **I** |
| **Influencing and interpersonal skills** | Able to communicate effectively with others at all levels both within and outside the organisation  Able to achieve desired outcomes through negotiation, persuasion and mediation as appropriate  Able to promote a clear vision and translate it into practice  Practiced negotiation and communication skills  Able to forge partnerships (internally and externally) that ensure internal and external collaborative opportunities are maximised. | **X**  **X**  **X**  **X**  **X** |  |  | **X**  **X**  **X**  **X** | **X** | **I T**  **I**  **I**  **I**  **I** |
| **PROBLEM-SOLVING**  **Using initiative to overcome problems** | Strategic Thinking & Problem solving in order to make recommendations on procurement practice that are adopted.  Highly skilled in numerical and verbal analysis | **X**  **X** |  |  | **X**  **X** |  | **I**  **I T** |
| **Managing risk** | Ability to assess and manage risks associated with procurement projects and contract management | **X** |  |  | **X** |  | **I** |
| **Managing change** | Change management skills  Turning plans into actions, gaining commitment from others involved. Monitoring progress and measuring success against agreed standards, making adjustments when required | **X**  **X** |  |  | **X**  **X** |  | **I/T** |
| **ACCOUNTABILITY and RESPONSIBILITY**  **Undertakes tasks without supervision** | Taking responsibility for delivering own work and meeting agreed work objectives, working to local frameworks and guidelines.  Willing and able to take decisions without recourse to Line Management  Energy, drive and resilience under pressure | **X**  **X**  **X** |  |  | **X**  **X** | **X** | **I**  **I**  **I** |
| **Managing people** | Able to lead project teams visibly, effectively and creatively  Development of project teams by mentoring, coaching and motivating. | **X**  **X** |  |  | **X**  **X** |  | **I**  **I** |
| **Managing financial resources** | Able to baseline contract costs and forecast and monitor tangible savings from procurement projects | **X** |  |  | **X** |  | **I** |

**COMPETENCIES REQUIRED – All post holders must be able to comply with the Council’s core competency requirements which include communication, respect for others, customer service, drive for results, delivering the promise and continuous personal development.**

**SPOKEN ENGLISH FLUENCY DUTY REQUIREMENT - The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for this post.**

**In addition for those posts with management responsibilities the competencies will include managing self and personal skills, providing direction, facilitating and managing change, working with people, using resources, achieving results, promoting policy, values and culture, customer service and health and safety.**

**Other information**

* able to travel to meet service delivery requirements
* available to undertake work outside of normal working hours

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| Signed Job holder | Signed Line Manager | Signed Assistant Director |
|  |  |  |
| Print Job holder | Print Line Manager | Print Assistant Director | Date |