

Folkestone & Hythe District Council Job Description

JOB DETAILS	
Job Title	Senior Procurement Officer
Service Area / Team	Finance / Corporate Contracts & Procurement
Reports to	Procurement Manager
Post Number	FS040
Grade & Annual Salary	Grade F
Politically Restricted Post	No
DBS Requirement	Standard

JOB PURPOSE
<ul style="list-style-type: none"> Develop, implement and monitor a comprehensive and coherent procurement strategy for Folkestone & Hythe District Council that ensures legal compliance, value for money and supports the achievement of corporate objectives. Provide sound Procurement advice in-line with the Council's Contract Standing Orders, the Public Contract Regulations 2015 and the Procurement Act 2023 to staff within the council whilst engaging, building and maintaining strategic working relationships with both internal/external colleagues and suppliers. Provide Procurement leadership and support for the Council Corporate projects.

MAIN DUTIES AND RESPONSIBILITIES	Frequency (daily/weekly/ monthly/annually etc)
<ul style="list-style-type: none"> To ensure that the Folkestone & Hythe District Council overall procurement process is properly administered and is consistent with UK law, the Council's Contract Standing Orders, Financial Procedure Rules and Procurement Strategy. 	Daily
<ul style="list-style-type: none"> To lead on the preparation of medium to high value/risk corporate procurements to ensure these are managed in line 	Daily

with corporate policies, relevant legislation and achieve value for money.	
<ul style="list-style-type: none"> • Advising Monitoring Officer and S151 on waivers to Contract Standing Orders and requests to vary contracts 	As required
<ul style="list-style-type: none"> • To update and maintain the Procurement Strategy, Contract Standing Orders and associated codes of practice and business plans, in accordance with current procurement legislations 	Ongoing / Annually
<ul style="list-style-type: none"> • To ensure that all Council's procurement is carried out electronically. 	Daily
<ul style="list-style-type: none"> • To administer and develop the use of various e-procurement systems e.g. ProContract, Delta, e-Procurement/eFinancials 	Ongoing / As required
<ul style="list-style-type: none"> • To develop and implement a structured approach to the setting and realisation of major procurements savings targets. 	Monthly
<ul style="list-style-type: none"> • To develop and maintain a close working relationship with the supply market and be responsible for bringing innovative solutions to specific supply problems as they occur. 	Ongoing
<ul style="list-style-type: none"> • To work with the Council's partners and consultants to ensure that contracts entered into on the council's behalf have followed correct processes and achieved value for money. 	Ongoing
<ul style="list-style-type: none"> • To deliver training and procurement awareness seminars across Folkestone & Hythe District Council. 	As required
<ul style="list-style-type: none"> • To ensure the Council maintains a comprehensive and up to date Contracts Register. 	Monthly
<ul style="list-style-type: none"> • To assist the Procurement Manager in developing a comprehensive Service Plan to directly support the Council's key objectives. 	Ongoing / Annually

<ul style="list-style-type: none"> To assist in the administration of the Council's main corporate contracts as directed by the Procurement Manager. 	Daily
<ul style="list-style-type: none"> To manage the procurement team(s) and ensure the provision of an effective and efficient procurement service. 	Daily
<ul style="list-style-type: none"> To have an understanding of the Councils Corporate Plan including the Strategic Objectives and policies adopted in support of the plan. 	Ongoing
<ul style="list-style-type: none"> To keep abreast of major developments within the Council with a particular emphasis on those issues which have a direct impact on procurement service. 	Ongoing
<ul style="list-style-type: none"> To enhance procurement resource capability to manage and assure efficient procurement service across the council, as well as identifying opportunities to develop and improve procurement opportunities for Small Medium Enterprises (SMEs), Voluntary & Community Organisations (VCOs) etc 	Daily
<ul style="list-style-type: none"> Manage delivery of Procurement activities as well as delivering a number of high profile complex projects, which will demonstrate and deliver value for money and innovation whilst meeting the needs of the Council. 	Ongoing
<ul style="list-style-type: none"> Responsible for the management and delivery of the Procurement work plans, taking into account the priorities and requirements of the council and the resource availability to deliver these projects. 	Ongoing

CORPORATE RESPONSIBILITIES

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| <ul style="list-style-type: none"> Adhere to the council's safeguarding policies and procedures and undertake relevant training in order to help protect children and vulnerable adults within the district. |
| <ul style="list-style-type: none"> To comply with legislation, council policies and procedures including the Data Protection Act, Freedom of Information Act, Information Security Policy, the |

Code of Conduct for Officers and to participate in any Emergency Planning activities as required.
<ul style="list-style-type: none"> • To actively demonstrate the values and behaviours of the council.
<ul style="list-style-type: none"> • To ensure our customers are valued by taking into account their views and needs in all that we do.
<ul style="list-style-type: none"> • To contribute to the development and achievement of relevant corporate and service objectives by suggesting ideas for service improvements.
<ul style="list-style-type: none"> • To communicate openly and honestly with colleagues, members and customers.
<ul style="list-style-type: none"> • To undergo any training necessary to be able to fulfil the requirements of the job.
<ul style="list-style-type: none"> • To carry out other duties commensurate with the grade, skills, experience and qualifications of the post holder as directed and as may be required from time to time.

Folkestone & Hythe District Council Person Specification

Post Title: Senior Procurement Officer

Important Information for Applicants:
The criteria listed in this person specification are the requirements for the post. Where the method of assessment is stated to be the application form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. **If you do not address these criteria fully, you may not be shortlisted. Please give specific examples wherever possible.**

Factors	Criteria	Means of Assessment		
		Application	Interview	Test
Qualifications	Essential <ul style="list-style-type: none"> Fully qualified MCIPS or working towards MCIPS A – C Maths and English GCSE, Level 2 literacy and numeracy (or equivalents) or recent and relevant experience that demonstrates proficiency in English and Maths. 	✓		
	Desirable <ul style="list-style-type: none"> Project management qualification e.g. Prince 2 advance practitioner or equivalent. Continuous Professional Development Educated to degree level in relevant subject or equivalent level of working experience 	✓ ✓ ✓		
Experience and Knowledge	Essential <ul style="list-style-type: none"> Knowledge of UK procurement law and how it applies to the tendering and purchasing of services within the public sector. Experience of working as a senior procurement professional within a large organisation with significant supply market expenditure. Experience and knowledge of contract management and purchasing at middle management level. Experience and knowledge of managing via e-procurement IT systems. 	✓ ✓ ✓	✓ ✓ ✓	

	<ul style="list-style-type: none"> ▪ Experience and knowledge of operating MS Office systems such as Microsoft Word, Excel and Outlook. 	✓ ✓ ✓		
	Desirable <ul style="list-style-type: none"> ▪ Local government or public sector procurement experience ▪ Experience of developing radical solutions to supply market problems, including initiation of strategic savings strategies, supplier rationalisation, supplier partnering and category management. ▪ 	✓		
Skills and Abilities	Essential <ul style="list-style-type: none"> ▪ Ability to work with emotional intelligence with highly developed negotiation and interpersonal skills. ▪ Able to motivate and influence internal customers and stakeholders and gain sign on to corporate initiatives and targets. ▪ Able to work to demanding programmes and delivery deadlines and operate to Key Performance Indicators and report progress at senior level. ▪ The written and oral communication skills required to effectively liaise with stakeholders, customers and colleagues at every level and through a range of mediums. ▪ Ability to work as part of a team and on own initiative. 	✓ ✓ ✓ ✓ ✓	✓ ✓	
	Desirable <ul style="list-style-type: none"> ▪ Project management. ▪ Experience of developing and implementing a procurement strategy. ▪ Able to demonstrate good partnership working skills. 		✓ ✓ ✓	