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| **Job Description** |



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| **JOB TITLE** | Procurement Officer |
| **REPORTS TO** | Procurement Manager |
| **DIRECT REPORTS** | N/A |
| **INDIRECT REPORTS** | N/A |
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| **PURPOSE OF THE JOB ROLE** |
| Advise officers across the council on all procurement issues, building strong and positive relationships with Directorates to ensure service delivery is effective, value for money and responds to identified needs.Support cross-directorate teams to develop new contracts delivering clear service improvements and real cash savings for the Council. Provide advice on managing new and existing contracts to ensuring proper performance monitoring, benchmarking and financial control.Assist the team in implementing the Council’s Procurement Strategy.Ensure compliance with procurement law and internal regulations. Contribute to maximising procurement savings & contract delivery related efficiencies across the Council. |
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| **MAIN DUTIES AND RESPONSIBILITIES** |
|  Service delivery accountabilities:* To design and run, independently, compliant procurement and tender processes for a variety of service areas across the council.
* Provide specialist advice and support on a broad range of procurement matters, including research of current practice and review of existing and future contracts.
* To investigate and support the implementation the appropriate supply route and methods of supply for individual products/services so as to minimise the overall costs to the Council
* Feeding back learning to update corporate procurement templates, systems and guidelines to achieve value for money solutions.
* Maintain and increase awareness of procurement, commissioning & contract management practice and data through research and networking and where appropriate incorporate changes to enhance practices and procedures.
* Where the procurement is team-led, support projects, including tenders process support, compiling invitations to tender, supplier questionnaires and the collation of contract documentation and information.
* To prepare summaries of quotations and tenders and, in conjunction with project teams/budget holders, evaluate offers to enable them to make recommendations as to the award of business.
* Identify and report breaches in contract rules and corporate process.
* Undertaking inspections of the Council’s corporate contracts, preparing assessment/performance reports for team managers and site representatives of the contractor, ensuring any actions are reviewed and completed in a timely manner Issuing remedial/default notices as required in accordance with team procedures.
* Support the identification of new procurement opportunities including working with other local authorities and public bodies.
* Develop and present reports for senior management & members as required.
* Conducting benchmarking and other market research or engagement. Contributing and drafting reports for senior management and members.
* In order to deliver services effectively, a degree of flexibility is needed and the post-holder may be required to perform work not specifically referred to above. Such duties will, however be appropriate to the competencies and grade of the post.

Local operating procedures and specific activities/tasks will be supplied by the service. |
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| **GENERAL RESPONSIBILITIES** |
| Standard responsibilities that apply to all council staff or specific groups are set out in the [Employee Handbook](https://www.rbwm.gov.uk/media/2074/download/), these include:

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| * Corporate management
* Information governance compliance
* Whistleblowing
* General Safeguarding Statement
* Project and work management
* Working in a team
 | * Risk management including Health & Safety
* Business continuity
* Equality of Opportunity
* Our corporate values
* Budget management
* Specific responsibilities for managers
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Local operating procedures and specific activities/tasks will be supplied by the service. |
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| **PERSON SPECIFICATION** |
| **Qualifications/Education/Training**  | **Essential:** * Educated to A-level standard

**Desirable:** * Completed (or working towards) CIPS Level 4 qualification or above.
* Degree-level qualification
* Qualifications pertaining to business or commercial activities.
* Project management training/qualifications.
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| **Experience**  | **Essential:** * Demonstrate experience within public sector procurement, with experience running (independently) above-threshold tenders end-to-end.

**Desirable:** * Demonstrate experience within public sector procurement, with experience running (independently) above-threshold tenders end-to-end.
* Local authority procurement experience.
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| **Skills, Abilities and Competencies**  | **Essential:** * Experience of designing and running, independently, above-threshold procurements in the public sector end-to-end.
* A working understanding of public sector procurement, commissioning and contract management activity and its contribution to achieving strategic and service aims and objectives
* An understanding of a category management approach to procurement
* Experience of purchasing a number of types of goods & services
* Good planning & organisation skills
* Enthusiastic and creative approach to problem solving
* Takes appropriate ownership of projects
* Effective interpersonal skills with good verbal, written, presentation, influencing & negotiation skills
* Good IT literacy, able to pick up system skills and knowledge to access and analyse relevant data. Understands system role and how to access relevant information within procurement, commissioning & performance management
* Good commercial and financial awareness
* Is approachable and helpful when dealing with clients
* Acts with honesty, integrity and discretion. Takes ownership for and resolving customer queries.
* Working knowledge of the PCRs 2015 and the Procurement Act 2023.
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| **Specific Working Requirements:** This post has been identified as customer facing in accordance with Part 7 of the Immigration Act 2016 and therefore the council’s English language fluency standard applies. | **Essential:** The ability to converse at ease with the public, answer questions and provide advice, including the use of specialist terminology relevant to the job role/profession and where necessary for an extended period of time.  |
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| **OTHER/SPECIAL REQUIREMENTS FOR THIS ROLE**  |
| **DBS check required for this role** | Not applicable |
| **Is this role “politically restricted”?** | No |
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| **ADDITIONAL JOB DETAILS** |
| **Job Grade** | 6 |
| **Directorate** | Resources |
| **Service Area** | Procurement |