



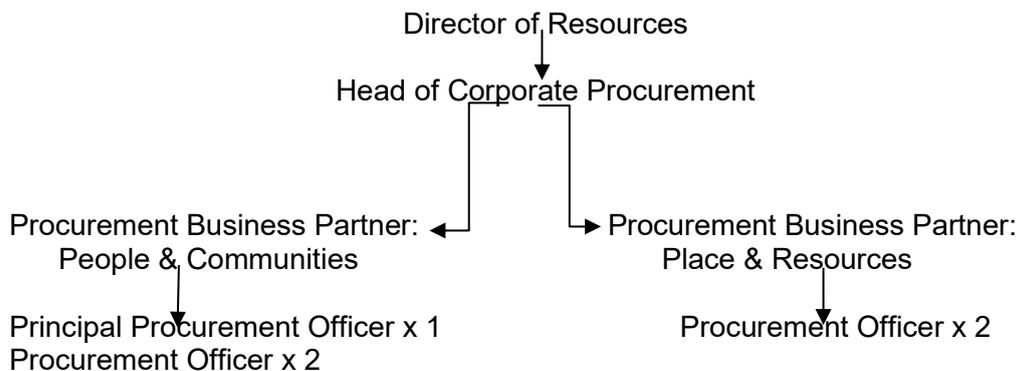
**JOB DESCRIPTION**

<b>Job Title:</b>	Procurement Officer		
<b>Directorate:</b>	Resources	<b>Salary:</b>	£41,771 - £47,181 plus £729 London Weighting
<b>Section:</b>	Procurement	<b>Grade:</b>	BG-F SCP 31-36
<b>Location:</b>	Time Square	<b>Work Style:</b>	Flexible

**Key Objectives of the role**

- To support the Head of Corporate Procurement and Procurement Business Partners with implementing the Council’s Plan and Procurement objectives.
- Support teams to develop new contracts, including advising commissioners and ensuring compliance with relevant legislation and internal governance.
- Promote self-service procurement through training, coaching, written guidance and use of procurement related systems. Having a broad understanding and experience in utilising e-tendering systems (specifically ProActis) to maximise its functionality and use.

**Designation of post and position within departmental structure**



**Daily and monthly responsibilities**

- Support teams to develop and new contracts delivering clear service improvements and real cash savings, including assessment of current needs and expenditure, assessment of markets and early engagement with markets.
- Provide expert advice, guidance and support on procurement matters for contracts being supported, and work with the Council’s staff to ensure the highest standards of professional excellence in procurement.
- Manage the drafting of complex Procurement Documents, collaborating with commissioning officers as required, meeting the specific needs of each contract.
- Put together procurement timetables and adopt a project management methodology to deliver the process through to award, together with the

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management of risks to the successful, on-time delivery.

- Manage the tender evaluation process, bringing the relevant stakeholders onboard and ensure its completion in line with proper process.
- Liaise with other Council staff who are involved in procurement activities and support and advise them to ensure that best practice is achieved.
- Make use of the e-tendering system, and other notice-publishing sites such as Contracts Finder and Find a Tender Service. Support commissioners carrying out self-service procurement activity in the use of these systems.
- Ensure all procurement documentation is available, accessible, and up to date at the end of the process and properly maintained and recorded thereafter.
- Maintain a proactive awareness of services provided and expenditure across the organisation, to advise be able to advise where re tendering or changing contracts would provide better services or value to the Council, and to identify new opportunities to establish new contracting arrangements.
- Ensuring compliance with relevant legislation, particularly the Procurement Act, GDPR and Freedom of Information.
- Promote self-service procurement through training, coaching, written guidance, and use of e-procurement and other procurement related systems. Maintain, manage and be the 'systems champion' for e-tendering and associated procurement systems.
- Develop and maintain a full awareness of current issues and challenges facing local government and of best procurement practice through research and networking, and incorporate changes as directed by the Head of Corporate Procurement & Procurement Business Partners to enhance and improve practices and procedures.
- Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

### Scope of role

The role does not involve direct management of staff but does require professional support and advice to approximately 400 Council staff undertaking procurement.

Influence over improved delivery for £100m p.a. expenditure on bought-in supplies, services and works.

Commitment to the Council's Equal Opportunities policy at all times

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only

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## PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Skills and qualifications</b>	<p>Degree or equivalent qualification</p> <p>Evidence of continuing professional development</p> <p>Excellent computer skills to include Microsoft Word and Excel</p> <p>Detailed knowledge and experience of ProContract software</p>	<p>Familiarity with Microsoft Teams, SharePoint and PowerPoint</p> <p>Full Membership of the Chartered Institute of Procurement and Supply or equivalent relevant qualification</p>
<b>Competence Summary</b> (Knowledge, abilities, skills, experience)	<p>Knowledge and understanding of the procurement life cycle with significant experience of leading and managing procurement projects</p> <p>Demonstrable experience of producing complex tender documentation to meet specific requirements and using financial/analytical tools to evaluate tenders</p> <p>Good knowledge and some experience of the Procurement Act 2023.</p> <p>Experience of stakeholder engagement across a broad spectrum</p> <p>Demonstrable track record of delivering significant cashable savings through procurement or contract management.</p> <p>Excellent negotiation and problem-solving skills</p> <p>Strong literacy and numeracy skills</p> <p>Analytical skills with attention to detail</p>	<p>Experience of purchasing a wide range of goods, services and works and knowledge of procurement best practice</p> <p>Demonstrable experience of ICT and Health procurement and commissioning</p> <p>Contract management experience</p> <p>Good presentational skills</p> <p>Good knowledge and experience of the legal issues associated with procurement</p> <p>Good knowledge and experience of the Public Contract Regulations 2015</p> <p>Experience of Finance systems and/or transactional procurement</p> <p>Experience in applying an understanding of market conditions to shape procurement exercises to ensure best value is achieved</p> <p>Proven ability to challenge established methods and</p>

	Good planning and organisational skills	produce innovative solutions  Good knowledge and experience of the Provider Selection Regime 2023  Previous public sector procurement experience
<b>Work-related Personal Requirements</b>	Excellent interpersonal skills – confident and able to persuade but remain approachable to internal customers  Enthusiastic team player with the ability to work on own initiative  Ability to manage conflicting and competing priorities effectively  Willing to respond to requests and open to new ideas  Committed to maintaining professional standards and quality of service delivery.  No criminal record involving fraud or theft	Good networker  Ability to co-ordinate and motivate project teams
<b>Other Work Requirements</b>	Knowledge and understanding of how procurement can contribute to organisational effectiveness, efficiency, and value for money outcomes.  Must be able to demonstrate the Council's values and behaviours	Knowledge of the current issues facing local government with regards to procurement best practice and supply chain matters
<b>Role models and demonstrates the Council's values and behaviours</b>	Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities.  We make our values real by demonstrating them in how we behave every day.	

**All staff should hold a duty and commitment to observing the Council's Equality and Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality and Diversity legislation and Council policies/procedures.**

