

RUGBY BOROUGH COUNCIL

JOB PROFILE

Post No.**Post Title:** Procurement Officer**Unit/Team:** Financial Services**Grade:** Grade F**Service:** Finance & Performance**Reports to:** Finance Manager**Issue Date:** March 2025

PURPOSE OF THE JOB

To ensure that the Council delivers Value for Money in its procurement of goods, services and Works, and creates financial savings wherever possible

1. ESSENTIAL CORPORATE FUNCTIONS AND RESPONSIBILITIES

- 1.2 To work with and take strategic direction from the Assistant Director – Democracy & Governance Nuneaton & Bedworth Borough Council (NBBC) and work with Rugby Borough Council Chief Officers and other staff within the Council to ensure that the Council achieves excellence in services to customers, both internal and external.
- 1.3 Provide strategic and operational procurement guidance and consultancy advice to all Service Units within Rugby Borough Council and works within the Shared Service in partnership with NBBC.
- 1.4 To assist the Council in obtaining value for money from all externally purchased goods, works and services providing sound advice.
- 1.5 In conjunction with Assistant Director – Democracy & Governance NBBC, to review the Procurement Strategy procedures and strategic policies. Develop and implement systems to ensure accurate and efficient monitoring of contracting and tendering procedures, as Procurement Officer for Rugby Borough Council.
- 1.6 To assist in delivering and reviewing service standards, quality and performance targets in accordance with the 'Financial Services' Service Plan.
- 1.7 To represent the Procurement Service at meetings and in multi-functional project teams, creating and maintaining links with relevant outside organisations and presenting a positive external image and reputation of the Council.

- 1.8 To carry out all the work within the spirit and intention of relevant legislation and Council Policies and procedures, e.g. Equal Opportunities, Health and Safety, Customer Care, Public Contracts Regulations 2015, Procurement Act 2023 etc.
- 1.9 To work in accordance with the Health and Safety at Work Act 1974.
- 1.10 Coordinate the collection of performance information that will be presented to Chief Officers and Members
- 1.12 To undertake personal development commensurate with the duties and responsibilities of the job.

2. DUTIES AND RESPONSIBILITIES

- 2.1 Review the drafting of all contractual agreements, tender specifications and the publishing of Find a Tender Service (FTS) notices.
- 2.2 To negotiate, tender and agree corporate contracts with suppliers to ensure value for money of the Council's purchasing.
- 2.3 To be the responsible lead in Rugby Borough Council for managing the project plan for corporate tender processes ensuring that deadlines are achieved and coordinating resources from across the Council and liaising with external support as appropriate.
- 2.4 Advise on the consequences and opportunities of alternative contract strategies. Provide guidance and advice on issues such as procurement process, contract pricing, structure and contract terms and conditions, including the appropriate allocation of risk between the Council and the contractor.
- 2.5 Develop systematic methods for monitoring and reporting information about corporate-wide spend on goods and services including reporting of efficiency gains against Government Targets including reporting of national indicators on behalf of Rugby Borough Council.

Maintain Contracts Register via the Procurement Portal, ensuring the data is fit for purpose and is published online when required.
- 2.6 Develop and deliver training sessions and workshops for Council employees and Members to ensure that the Council's Procurement policies and processes are effectively implemented and understood.
- 2.7 Provide in-house contract management training to enable contract managers to monitor and evaluate supplier performance, offering advice for improvement where poor performance is identified.

- 2.8 Develop and keep up to date the Council's contract templates and other legal documentation ensuring adherence to Best Practice, in conjunction with the Legal Services Team.
- 2.9 Liaise with service units to ensure compliance with the Council's procurement procedures, Toolkit, checklist and the framework of legislation governing Procurement activity.
- 2.10 Attend or chair relevant meetings where these are necessary to provide strategic direction on procurement matters.
- 2.11 Develop effective partnerships with relevant external organisations, employees, Elected Members and trades unions. Build a wide knowledge base and access to up to date information through maintaining Continuing Professional Development, networking, conferences and seminars.
- 2.12 Assist the Shared Assistant Director – Democracy & Governance with the development of processes and procedures which ensure contract opportunities are accessible to Small and Medium Enterprises whilst delivering internal requirements.
- 2.13 Be committed to the Council's Vision and carry out work within the spirit and intention of its core values.
- 2.14 An understanding and awareness of the Council's Corporate Priorities, attending training where necessary.
- 2.15 Any other reasonable duties as requested by your manager, in line with your skills and knowledge.

3. SUPERVISORY RESPONSIBILITIES

None

4. FINANCIAL RESPONSIBILITIES

Financial Rules and Procedures

The Council's rules and procedures for all financial activities are set out in the Council's Constitution within Contract Standing Orders (part 3f) and Financial Standing Orders (part 3g). More detailed guidance on specific financial activities is provided in a series of Financial Instructions.

Copies of these documents will be available within each Department and are also shown in full on the Council's Intranet site under the heading of 'Finance' within 'You and Your Job'.

All employees who carry out any financial activities must ensure that they are familiar with, and comply with at all times, the Council's financial rules and procedures.

5. EXTENT OF PUBLIC CONTACT

The post holder will be a point of contact for members of the public, press and Council Officers on Procurement issues and deal with general Procurement enquiries.

6. WORKING CONDITIONS AND ENVIRONMENT

It is expected that the role will be office based for a minimum of 40% of the working week (40% of the time). It is expected that Team meetings and 1-1's, are attended in person.

There may be a requirement to visit Nuneaton and Bedworth Council offices in relation to the role. There may also be a requirement to attend conferences, training and associated events from time to time

7. CORPORATE RESPONSIBILITIES

All staff have to act within the Council's rules and follow all reasonable management requirements. These are contained within: the Council's Standing Orders, Employment Policies, Constitution and Code of Conduct for Employees. Other documents may be introduced at times setting out rules of the Council. These will cover responsibilities and requirements for the following:

- Financial Accounting
- Equality and Diversity
- Health and Safety
- Risk Management
- Anti- Fraud
- Data Quality and Data Protection
- Business Continuity
- Major Emergency Plan
- Procurement and Contract Management
- Safeguarding of Children and Vulnerable Adults

Copies of the relevant rules and policy are available on the staff intranet or from your manager.

In addition, all employees are expected to behave in line with our Values and Behaviours and challenge other employees whose behaviour is against our values.

8. KNOWLEDGE, SKILLS, EXPERIENCE AND QUALIFICATIONS

Refer to Person Specification attached.

Signed as agreed:

Postholder

Date

PERSON SPECIFICATION

Post: Procurement Officer

For effective performance of the duties of the post the postholder will be able to demonstrate that they have the skills and/or knowledge detailed in 'Essential Criteria'.

Criteria	Essential/ Desirable	Method of Assessment
Experience of procurement in the Public sector, including developing contract strategies, determining contract structures and drafting tender documents	E	A, I
MCIPS qualified / Part qualified or hold relevant professional qualification/membership.	E	A, D
Proven experience in analysing financial and statistical data to generate reports on procurement trends and spend on goods and services	E	T
Experience in developing, reviewing and implementing policy and strategy relating to procurement and commissioning.	E	A, I
Able to demonstrate knowledge on best practice in procurement and promote guidance and understanding in others.	E	A, I
Excellent communication skills, both written and verbal, and ability to influence others and gain commitment.	E	A,
Ability to use a range of IT systems.	E	T
Ability to project manage workloads; respond to priorities and to ensure deadlines are met.	E	A, I
Able to work within and meet competing deadlines and targets	E	A, I
Willing to undertake ongoing personal and professional development to remain up to date with changes in legislation	E	A, I
To understand and be committed to the Council's Core Values and Vision	E	A, I
A commitment to work within our CAN DO values	E	A, I
Knowledge of contract law and national legislation affecting procurement.	E	A, D
Able to develop and deliver training programmes.	D	A, I

Application	A
Interview	I
Test (written, presentation, practical – eg word processing)	T
References	R
Documentary – eg certificates	D

