

Procurement Officer Applicant Recruitment Pack

Sefton is a really great place to live and work



Welcome

Hi,

We would like to thank you for your interest in the Procurement Officer role within Sefton Council's Corporate Procurement Team, supporting our Head of Procurement and the Procurement Operations Manager.

This is an exciting and rewarding opportunity for someone who thrives on being organised, is a good communicator and wants to be at the heart of a busy and varied working environment.

You'll play a key role in keeping things running smoothly, by supporting the Procurement Operations Manager and working with the Procurement Category Managers to provide a professional sourcing and procurement function by securing high quality and a cost efficient supply of a wide range of goods and services. It is essential we meet the principle requirements of the Corporate Procurement Strategy and Contract Procedure Rules, ensuring the most cost efficient use of the Council's resources.

As a person, if you're someone who enjoys helping others, takes pride in delivering high-quality support, and brings energy, adaptability, and a genuine passion for making a difference, we'd be delighted to hear from you.

The Job Description and Person Specification for this role are included within the job pack. If you have any questions about the vacancy, please refer to the job pack for the appropriate contact details.

If, when you've finishing reading this pack, you like what you see, and Sefton's Vision and Values align to yours then we can't wait to hear from you.

Best of luck!



Contents

About the Borough of Sefton.....	1
Our Vision and Values	2
Our Successes and Key Projects.....	2
An Inclusive Workplace	3
Liverpool City Region Fair Employment Charter.....	4
What We Can Offer You	4
About the Role	6
Top Tips on How to Apply	7
Application and Selection Information.....	8
Appendix A – Job Description and Person Specification	9



About the Borough of Sefton

Sefton is a confident and well-connected Borough, stretching from Bootle in the south to the coastal resort of Southport in the north. Home to more than 275,000 residents, Sefton encompasses a range of vibrant towns and communities, including Bootle, Litherland, Seaforth, Crosby, Formby, Maghull and Southport.

It is a fantastic place to live and work. As the northern-most Borough within the Liverpool City Region, Sefton offers a unique blend of beautiful coastline, countryside, attractive villages, thriving industrial areas and the busy Port of Liverpool.

With 22 miles of stunning coastline, Sefton is a leading coastal destination with a growing visitor economy. It is home to the iconic Antony Gormley *Another Place* installation, expansive beaches and protected sand dunes that support several rare species.

While each town and village has its own distinctive character, it is the people of Sefton who make the Borough truly special, creating diverse, welcoming and energetic communities in which to live, work, invest and visit.

Alongside its miles of golden sands, Sefton offers those who work here access to a world-renowned racecourse, prestigious golf courses, and National Trust nature reserves, ideal places to unwind, explore and enjoy leisure time.

The Borough benefits from excellent transport links, providing easy access to major North West cities including Liverpool and Manchester, and placing the Lake District and North Wales within reach for weekend breaks.

Whether you prefer vibrant town centres, friendly commuter towns, picturesque villages or stunning rural and coastal locations, Sefton offers a place to suit everyone. With house prices and rents typically lower than in neighbouring Liverpool and Manchester, you can enjoy coastal living while still being close to the buzz of city life.



Our Vision and Values

At Sefton Council, our vision is to deliver high-quality services that make a real difference to the lives of our residents, visitors, and communities. Everything we do is guided by a strong set of values that shape how we work and interact:



- **We put people at the heart of what we do** – ensuring our services are responsive, inclusive, and focused on improving lives.
- **We listen, value, and respect each other's views** – fostering a culture of collaboration and mutual respect.
- **We develop a culture of challenge, ownership, innovation, and improvement** – encouraging creativity and continuous development.
- **We are ambassadors for Sefton** – promoting the Borough positively and proudly representing our communities.
- **We are responsive and efficient** – delivering services that are timely, effective, and customer-focused.
- **We are clear about what we can and cannot do** – being transparent and honest in all our communications and actions.

These values underpin our commitment to excellence, inclusivity, and innovation, ensuring that Sefton remains a great place to live, work, and visit.

Our Successes and Key Projects

Sefton Council is proud of its recent achievements and ongoing commitment to delivering high-quality services. Our Adult Social Care services were recently graded Good by the Care Quality Commission (CQC), and our Children's Services also achieved a Good rating from Ofsted. These successes reflect the dedication and professionalism of our teams and our focus on continuous improvement.

Alongside these achievements, Sefton Council is actively delivering a range of major capital projects that will transform the Borough and stimulate economic growth. These include the Marine Lake Events Centre in Southport, the Strand Shopping Centre redevelopment in Bootle, and exciting developments such as the Cove Resort and Enterprise Arcade in Southport. We are also proud to support cultural and community initiatives like Salt and Tar, Bootle's vibrant events space, which hosts live music, comedy, and family-friendly activities, bringing people together and boosting the local economy.

These projects form part of our strategic investment programme to attract private sector-led development and create vibrant spaces for residents and visitors. We work closely with local communities to ensure these projects reflect their needs and foster a sense of ownership and pride.

For more information on these projects and to stay updated on progress, visit the Sefton Council website at www.sefton.gov.uk

An Inclusive Workplace

We are committed to fostering an inclusive Council that reflects the diverse communities we serve. Our workforce brings a wide range of experiences and perspectives, and we value an environment where everyone feels respected, supported, and able to reach their full potential.

Sefton is proud to be the first local authority in the Liverpool City Region to achieve **Navajo** accreditation, recognising our commitment to LGBTQ+ inclusion. We are also a Disability Confident employer and continue to build a workforce that represents our communities.

We support several staff networks, including groups for Black and Ethnically Diverse colleagues, LGBTQ+ staff, women, disabled employees, and a Christian Workplace Group.

As an Equal Opportunities Employer, we base recruitment solely on skills, experience, and suitability for the role. All applicants are treated fairly, and we have also recognised 'care experienced' as a protected characteristic within Sefton.



For more information, please refer to our [Equality, Diversity and Inclusion Strategy](#)

Liverpool City Region Fair Employment Charter



Sefton Council is proud to support the Liverpool City Region Combined Authority Fair Employment Charter, an initiative that promotes fair, healthy, inclusive, and just workplaces across the region. The Charter celebrates good employers and encourages the highest standards in employment practice, including fair pay, secure work, opportunities for progression, strong employee voice, and a commitment to staff wellbeing. By aligning with the Charter, we demonstrate our dedication to providing a fair day's pay for a fair day's work and to fostering an equitable and supportive working environment for all colleagues.

What We Can Offer You

- A supportive and collaborative working environment.
- An agile approach to working.
- Opportunities for professional development and career progression.
- A role where your work makes a real difference across the organisation.
- Flexible working arrangements supporting work-life balance.
- A strong commitment to equality, diversity, and inclusion.

You will benefit from a comprehensive local government employment package which includes the following:

- Competitive salary in line with NJC Local Government Pay Scales.
- Membership of the Local Government Pension Scheme (LGPS), providing a secure, defined benefit pension with employer contributions.

Annual Leave and Work-Life Balance

- Generous annual leave entitlement, 28 days annual leave rising to 33 days with 5 years continuous service.
- Additional public (bank) holidays.
- Flexible working options to support a healthy work-life balance, subject to service needs.
- Option to purchase additional annual leave.

Learning, Development and Career Progression

- A comprehensive induction programme.
- Access to a wide range of training, apprenticeships, learning, and development opportunities.



- Support for professional development and role related qualifications.
- Opportunities to develop your career within a large and diverse local authority.

Health, Wellbeing and Support

- Enhanced sick pay scheme.
- Employee wellbeing initiatives and access to occupational health support.
- Policies that promote physical and mental wellbeing in the workplace.

Family-Friendly and Inclusive Policies

Our family-friendly policies and flexible working arrangements help staff maintain a healthy work-life balance.

- Family friendly policies, including enhanced maternity, paternity, adoption, neonatal care and special leave to support with time off work to deal with issues when life events happen.
- A strong organisational commitment to equality, diversity, and inclusion.
- Reasonable adjustments and support to enable disabled employees to thrive.

Foster Friendly Employer Commitment

Sefton Council is proud to be a *Foster Friendly* organisation as recognised by The Fostering Network. We actively support employees who are foster carers or who are applying to foster by offering flexible working arrangements, paid time off for fostering-related meetings and training, and a workplace culture that recognises the vital role foster carers play in our communities.

This commitment helps ensure carers can balance fostering responsibilities alongside career, and reflects our dedication to supporting children, families, and those who care for them.

Additional Benefits

- Access to salary sacrifice and employee benefit schemes (where applicable).
- Opportunities to contribute to meaningful work that supports local communities.
- A supportive, values led organisational culture.
- Free parking at office bases (dependent upon the work location).



About the Role

This role is essential to ensure the smooth running of the Corporate Procurement Service which interacts with all services and personnel across the Council, including suppliers and partners. The ability to be responsive is key to ensuring the Procurement Service maintains a high standard of professionalism and its positive reputation within the organisation.

The key responsibilities of the role include:

- Providing guidance on the application of the Council's Contract Procedure Rules
- Undertake direct awards and mini competitions within pre-established procurement frameworks
- Undertake Request for Quotation procurement exercises up to the threshold values in accordance with the Procurement Act 2023
- Liaising with Client Officers to prepare documentation which is fully compliant and incorporating end to end procurement processes, including the award of contracts
- Design, build and put into operation Excel based evaluation matrices to capture, record and evaluate supplier response activity
- Maintain the Council Financial Management systems by uploading supplier catalogues, conducting system tests and performing regular housekeeping checks for accuracy
- Maintain the Council Contract Register and Waiver Register for compliant procedures and accuracy.
- Provide data analysis and report on spend profiles, including records of savings and cost avoidance
- Deputise for the Procurement Operations Manager and Procurement Category Managers at internal or external meetings as required
- Other procurement related duties as required.

This role suits someone who is passionate about delivering excellent service within the Council, to our communities and our business partners. A commitment to maintaining high professional standards and confident working both independently and collaboratively within a team is essential.

Please see **Appendix A (page 10)** for a full copy of the Job Description and Person Specification.



Top Tips on How to Apply

Submitting a strong application gives you the best chance of progressing to the next stage of the recruitment process. The following guidance applies to all roles and will help you prepare a clear, compelling application:

1. Read the Job Description and Person Specification Thoroughly

- Make sure you understand the key duties, expectations, and essential criteria.
- Use the person specification as your guide when writing your application.

2. Provide Clear Evidence of Your Skills and Experience

- Show *how* you meet the criteria using specific, real examples.
- Consider using the **STAR method** (Situation, Task, Action, Result) to structure your responses.

3. Tailor Your Application

- Avoid generic statements. Focus on experience that directly relates to the role you are applying for.
- Demonstrate how your strengths align with the organisation's values and priorities.

4. Highlight Your Achievements

- Include examples of work you are proud of or significant contributions you have made in previous roles.
- Emphasise impact – improvements, efficiencies, positive outcomes, or innovations.

5. Be Clear About Qualifications and Training

- List all relevant qualifications and professional training, including dates and awarding bodies.
- If you are working towards a qualification, include expected completion dates.

6. Showcase Transferable Skills

- Skills such as communication, teamwork, problem-solving, digital literacy, and organisation are valuable across all roles.
- Provide examples that demonstrate these effectively.

7. Check Your Application Carefully

- Review your responses for clarity, spelling, and completeness.
- Ensure all sections of the application form have been filled in fully.



8. Submit Your Application Before the Deadline

- Note the closing date and allow plenty of time to prepare your application.
- Late submissions usually cannot be considered.

9. Prepare for Potential Next Steps

- If shortlisted, you may be invited to an interview, assessment task, or presentation.
- Be ready to discuss your experience, approach to work, and examples of how you meet the role's requirements.

Application and Selection Information

The closing date for this vacancy is **Thursday 4 June 2026** (or earlier in the event of high volume of applications being received).

Provisional interview dates are **Thursday 11th June 2026**.

We are an Equal Opportunities Employer; all candidates will receive equal treatment. Our decision to appoint will be based upon whether an individual's skills, experience, qualifications, and abilities make them the most suitable candidate for the role.

All disabled and care experienced applicants will be offered an interview where they meet all essential criteria on the person specification.

Please ensure that you meet all the essential criteria outlined in the person specification before submitting your application. Only applicants who demonstrate that they meet all essential criteria will be considered and invited to interview.



Appendix A – Job Description and Person Specification

Post:	Procurement Officer
Directorate:	Corporate Resources
Location:	Any location within the Borough
Division:	Procurement
Grade:	H
Reporting to:	Procurement Operations Manager

Purpose of the Role

The post holder will support the Procurement Operations Manager and Procurement Category Managers to provide a professional sourcing and procurement function to securing high quality and the cost-efficient supply of a wide range of goods and services which meets the principal requirements of the Corporate Procurement Strategy and Contract Procedure Rules, ensuring the most cost-efficient use of the Council's resources.

Main Duties:

1. To provide procurement support to services and project teams in early market engagement, taking key services to market, advising on appropriate but effective and efficient procurement routes and legal requirements. Providing internal training and guidance on the application of the Council's Contracts Procedure Rules, procurement processes and systems.
2. To undertake and allocate Request for Quotation (RFQ) procurement exercises on expenditure up to but not exceeding the spend thresholds set out in the applicable Public Contract Regulations and Public Sector Procurement regulations. Undertake direct awards and mini competitions within pre- established external frameworks to formalise contracts.
3. To allocate work, in consultation with the Service Manager Procurement, and prepare quotation documentation, by liaising with Client Officers and as appropriate schools, according to the Council's Contract Procedure Rules. Delivering compliant end to end procurement procedures, including contract award.
4. To allocate work, in consultation with the Service Manager Procurement, and prepare contract documents, including specifications & evaluation criteria, in consultation with Heads of Service and other internal stakeholders.
5. To allocate work, in consultation with the Service Manager Procurement, and design, build and put into operation, Microsoft Excel based evaluation matrices to capture and record the results of the evaluation activity carried out within procurement



- activity. Provision of guidance and stewardship of evaluation/moderation panel activity in relation to procurement projects, including quotation evaluation training.
6. To allocate work, in consultation with the Service Manager Procurement, and analyse quotations submitted by bidders, including complete management of the end-to-end procurement projects.
 7. To allocate work, in consultation with the Service Manager Procurement, that supports the Council's Financial Management systems including uploading catalogues, creating and adding to the database of all budget and product codes, testing of the system for all upgrades and updates, housekeeping to ensure budgets are current. Proactively utilise technology to encourage progressive use of e-sourcing, purchase ordering, document management and other appropriate applications to maximise value for money.
 8. Support the preparation of reports and presentations for submission to Cabinet, Chief Officers and as required for any other Committees in relation to the activities undertaken within this job profile.
 9. To maintain the Contracts Waiver Register and Contract Register, ensuring all processes are followed, accurately completed and authorised and enabling good forward planning in service areas.
 10. To provide data analysis and reporting of spend profiles across the Council, maintaining systems that record cost avoidance.
 11. Support the Service Manager Procurement in the development and review of processes and systems in line with national policy and Council policies and procedures to ensure the effective operational procurement decisions and practice across a wide, complex and diverse range of contracts.
 12. To maintain the Procurement Intranet and Internet pages as directed by the Procurement Service Manager ensuring the provision of guidance and contract information is legally compliant and up to date.
 13. Deputise for Category Managers at internal and external meetings as required.
 14. Support the Procurement Service Manager in the training and development of Procurement Support Officers.

SPECIAL CONDITIONS

The role will predominantly require collaborative working with teams across the Council from remote locations / with opportunity for working from home and alongside Procurement team members.



Since confidential information is involved with the duties of this post, the postholder will be required to exercise discretion at all times and to observe relevant codes of practice and legislation in relation to data protection and personal information.

Undertake, and participate in training, coaching and development activities, as appropriate.

GENERAL REQUIREMENTS

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All staff have a duty to take care of their own health and safety and that of others who may be affected by your actions at work. Staff must co-operate with employers and co-workers to help everyone meet their legal requirements.

The Authority has an approved equality policy in employment and copies are available to all employees. The post holder will be expected to comply with, observe and promote the equality policies of the Council.

The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

Note: Where the postholder is disabled, every reasonable effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job.

Prepared by:

Name: Don Sturgeon

Designation: Head of Procurement **Date:** May 2026

PERSON SPECIFICATION

Personal Attributes Required (considerations)	Essential (E) Or Desirable (D)	Method of Assessment (suggested)
<u>QUALIFICATIONS/TRAINING</u>		
Chartered Institute of Procurement & Supply (CIPS) Professional qualification	E	AF/C
CIPS Ethical Procurement Accreditation (within 1 month of being in post).	E	AF/C
<u>EXPERIENCE</u>		
Experience of working in a procurement role within a large organisation with significant supply market expenditure.	E	AF/I
Experience of working on procurement projects and facilitating commercially sustainable outcomes.	E	AF/I
Experience of supervising a team	E	AF/I
<u>SKILLS/KNOWLEDGE/APTITUDES</u>		
Establish, maintain and apply an operational knowledge of the Council's Contracts Procedure Rules and how they impact the procurement operation of the Council.	E	AF/I
Establish and maintain an operational knowledge and understanding of the Council's chosen electronic opportunities portal.	E	AF/I
Good communication, influencing and negotiating skills	E	AF/I
Ability to work collaboratively within the Council and with providers and to gain confidence of a wide range of people and to maintain positive working relationships across the Council.	E	AF/I
Ability to plan/prioritise and sequence multiple and conflicting priorities impacting time and resource, and work under pressure to deliver to deadlines whilst managing stakeholder's expectations.	E	AF/I
Good general understanding of performance and risk management processes and influencing stakeholders to mitigate the risks	E	AF/I
Awareness of the Council's commitment to Social Value, ethical procurement and reducing the impact of Climate Change so as to assist the Council in achieving these through procurement processes.	D	AF/I
Understanding of the Council's early payment rebate scheme, incorporating it into procurement exercises, ensuring the rebates are registered to the Council.	D	AF/I



Assessment Methods

AF: Application Form

I: Interview

C: Certificates

P:

Prepared by: Don Sturgeon

Date: 12 May 2026

