Oxford City Council

Building a world class city for everyone

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OXFORD CITY COUNCIL

Career Opportunity

Role information

Job Title	**Commercial Procurement and Contract Practitioner**
iTrent Ref No.	**002913**
Position Type	**Permanent**
Hours	**37**
Grade and Salary	**G7: £43,100 per annum full time (pro rata for part time)**
Location	**Hybrid - Oxford Town Hall and Work from home**
What hybrid looks like in this role	**You will come into the town hall once a month for a team meeting, and once a month to ensure that contracts are collected from Legal and the post room and filed appropriately and for ad hoc meetings if required. The rest of the time you can work from home.**
Service Area	**Financial Services**
Responsible to	**Strategic Procurement Manager**
Responsible for	**N/A**
Assets	**N/A**
Budget	**N/A**
Rehabilitation of Offenders Act 1974	**Not Exempt**
Candidate Screening	**Not required**
Driving Licence	**Not required**
Political Restriction	**This post is not politically sensitive**

The Role

Do you have a passion for Commercial procurement and contracts? Would you like to broaden that knowledge and work with a fast pace proactive support services team? If yes, then we have an exciting opportunity for you to join our Procurement team here at Oxford City Council.

We are looking for a highly motivated, flexible, independent individual to support and help coordinate the Councils work in this area. You will be a committed team member with a drive to continuously develop your skills and knowledge in procurement and Contract Management.

The Commercial Procurement and Contract Practitioners main role is to ensure that professional procurement advice, support and effective contract management is embedded across the Council. This role is for an individual who is looking to develop their basic commercial skills undertaking key tasks to an overall commercial process under direct supervision and within their commercial delegation whilst offering support when required to the whole Council and being fully embedded and actively involved in the wider procurement team.

We offer hybrid working so an opportunity to work from home and the office is available and we can be flexible on hours dependent on service needs. Interested to find out more? If yes, then please proceed to the job profile and find out how you can apply.

For an informal discussion about the post please contact Annette Osborne on 01865 335498 or email aosborne@oxford.gov.uk

About us

Our ambitious leadership team and dedicated staff are working hard building a world class city for everyone. Oxford City Council has accelerated plans to build more affordable and council housing in the city. We provide services to help reduce inequality and improve the health and wellbeing of Oxford's residents and are taking a lead on reducing emissions and increasing biodiversity to become a net carbon neutral city of the future.

We are a supportive and collaborative bunch of people working towards shared goals, where new ideas and initiatives are valued. We strive to deliver service excellence, take accountability for our actions and communicate with honestly and respect. There has never been a more exciting time to join us! Help us to build successful places in which to live and work and build a fairer, greener city in which everyone can thrive.

We offer generous holiday of 29 days a year with an additional 4 days after 5 years' service and an excellent range of benefits including the Local Government Pension Scheme, payment of professional fees and subscriptions, Personal accident insurance, Travel loans, Travel to Work Discount Scheme, Eye care, Gym membership, Cycle to Work Scheme, Staff Offers Discount Scheme, an Employee Assistance Programme and discounts for Oxford attractions. You can find out more in our Candidate Pack.

In addition, we are committed to supporting career development opportunities and learning and development.

Role purpose

- Provides commercial support by regular engagement with stakeholders both internally and externally, providing a service to our customers with responsibility for making decisions that impact on tasks and activities of others.
- Acts with Integrity, Honesty, Objectivity, and impartiality.
- Understands the impact of risks and perceived risks.
- Understands and can apply tools and techniques associated with gathering commercial data with ability to apply them under supervision.
- Confirms the types of goods/services that are required and identifies potentially suitable suppliers and markets.
- Understands the standards to eliminate corruption, fraud, and unethical behaviour in supply chains, taking appropriate actions in the event of any alleged breach of standards.
- Develops awareness of resilience in resolving issues internally and in working with others in the team to manage setbacks.
- Develops awareness of their own strengths, skill gaps and career aspirations and understands how to build own capability.
- Supports knowledge sharing with the team.
- Understands the importance of a sourcing strategy and devises a suitable strategy when sourcing simple low value purchases and procurements.
- Familiar with how to obtain data on past patterns of spend.
- Aware of tools and techniques that can be used to benchmark including the identification of future requirements.
- Contributes towards the development of Business Partnering sourcing strategies.
- Understands the importance of baselining costs in order to build expected benefits into procurement strategies.
- Understands the procurement regulatory framework and its linkage to the implementation of policy objectives.

- Understands how project management supports all aspects of the procurement cycle.
- Aware of sustainability risks and opportunities and familiar with the Social Value Act and how this can be actively incorporated into the procurement process.
- Understands and identifies what should be included in a bidder's pack for simple low value purchases and procurements.
- Aware and understands different evaluation methodologies and where best to apply them in different types of sourcing.
- Lists and explains the key stages in the Contract Management process and supports effective contract management for simple low value contracts.
- Supports resolving contract issues and contract administration.
- Oversees creation of commercial files and audit/assurance activities.
- Supports on exit and transition activities.

Role responsibilities and main duties

- Support the setting up of "how to tender" workshops.
- Hosting supplier engagement days for low value purchases and procurements.
- Support and help to organise "Meet the Buyer" events.
- Work with their areas of responsibility to devise long term strategies and identify areas of potential risk or concern.
- Provide advice and support to Council officers to obtain quotes and tenders below the FTS threshold and leading on low value purchases and procurements when required.
- Building strong relationships and working collaboratively to provide outstanding customer service and ensure internal and external customer satisfaction.
- The ability to work from home and/or office as required, demonstrating a flexible approach to working as part of the team in support of service objectives.
- Train new starters to the Council and existing staff when required in the use of Agresso and the councils e-tendering portal. Ensure training documents and guidance are regularly reviewed and updated.
- Take ownership of the procurement in-box ensuring that tasks are either dealt with or allocated to a commercial resource in a timely manner.
- Take ownership for the EV DPS providing support for running tenders when required.
- Managing the Contract extension process for basic contract extension requirements for all service areas including the issuing of transparency notices or procurement termination notices if required.
- Publish termination notices for Contracts ending naturally. Including updating the contract register and Agresso.
- Publish other Regulatory Notices when required i.e. transparency, pipeline, preliminary market engagement.
- Responsible for responding to FOI requests within the required timeline.
- Run all transparency reporting and ensure published in a timely manner.
- Support the Commercial Procurement and Contract Business Partner Practitioner in high value noncomplex procurements.
- Responsible for updating the procurement intranet and internet pages and SharePoint.
- Ensure all contract documents are filed appropriately
- Undertake audits when required to ensure governance with procurement regulations.
- Feedback to the Procurement Manager and other team members of any changes in legislation that need to be considered as part of the standard set of procurement documents.
- Deliver high performance, strong engagement, and a commitment to continuous improvement in support of the council's values.
- Coach and or Mentor Grade 6 Commercial Procurement and Contract Support

Who we are looking for

Candidates will be shortlisted on the basis of demonstrating that they fulfil the following criteria that is listed to be 'Assessed at: Application' on their application form and should include clear examples of how they meet these criteria.

Each of the criteria below will be measured through, the application form, interview, test/exercise or documentation (e.g. a qualification document).

Essential Criteria	Assessment stage
5 GCSE of grade C or above (or equivalent) including mathematics and English language	Application
Excellent verbal and written communication, including report writing and presentation skills.	Application; interview
Experience of working in a flexible and agile way to ensure that all processes and activities are undertaken effectively and efficiently.	Application; interview
Self-motivated and ability to work on own initiative	Application; interview
Experience of using Excel, Word, SharePoint, PowerPoint, Teams	Application; interview
Working towards level 4 CIPS qualification	Application
Experience and understanding of the end-to-end requirement of running low value non-complex procurements	Application; interview

Desirable Criteria	Assessment stage
Public or private sector procurement experience	Application; interview
Level 4 CIPS qualification working towards level 5	Application
Experience in using e-procurement systems including e-tendering	Application; interview
Experience of managing customer queries	Application; interview

Notes to applicants

In addition to the above criteria, Oxford City Council has developed and embedded a suite of values and behaviours. Full details of these can be found on our web page, under Working for Us. Please familiarise yourself with these values and behaviours. If you are invited for interview, you will be asked questions based on them. More information about working for the Council, our values and vision, is available on our website.

How to apply

Applications should be made via our online application system (no CVs please).

For further information and how to apply online, please visit www.oxford.gov.uk

If you are unable to access our website, please call 01865 252848.
Note: For roles that require a DBS Certificate (Enhanced and or Barred List check), candidates are required to supply their complete work history.
You will be notified of the outcome of your application either way. If you are selected for interview, you will be informed whether the interviews will be online or in-person. Please note, for hybrid roles the successful applicant will be expected to work from home. You should ensure that you have reliable and secure Wi-Fi access; a suitable workspace and are prepared to undertake distance learning and training.

Closing Date: **This vacancy will remain open until the position has been filled. We reserve the right to close the advert once a suitable candidate has been appointed.**

Late applications will not be processed

Interview Date(s): **TBC**

We are an equal opportunity employer:
We are striving to become a more inclusive employer and to represent the communities that we

support. We have policies in place to ensure that every applicant and employee can flourish and succeed. Currently we are underrepresented in some areas and would particularly welcome applicants from ethnic and minority communities. All applicants will be given fair consideration for work and will not receive less favourable treatment on the grounds of any protected characteristic.

Our commitment to Safeguarding:
Oxford City Council is committed to safeguarding and promoting the welfare of children, young people and adults at risk and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.