| Role Structure | Role Details |
| --- | --- |
| Directorate: | Corporate Services |
| Grade: | HC9 |
| Location: | Plough Lane |
| Responsible to: | Procurement Manager |

# Job Description

# Job Role: Commercial Officer

**Service: Corporate Services**

## Main purpose of the role

To be part of a team that drives quality procurements to create value for money as well as meeting the wider principles of the procurement and commissioning strategy of the council. The job holder will advise and guide services on the best method and process for procurement, with a proactive role in seeking the best outcomes including working with suppliers to foster strong local markets and internal improvements in securing the effective purchasing of services and goods.

| Key Duties and Responsibilities | Frequency of Task |
| --- | --- |
| * To support the implementation of the council’s procurement and commissioning strategy and key initiatives within the service and wider council. | * On Going |
| * Provide high quality responsive and practical procurement advice and guidance, identifying and resolving any issues, and escalating when necessary. | * Daily |
| * To promote the development of good procurement practice, and advocate this within the organisation, through training or sharing knowledge. | * Daily |
| * To have a good understanding of the market dynamics and different factors impacting the competitive market (political, social, technological and economic) and of key suppliers in market including local, to determine appropriate routes to market or commercial risks. | * On Going |
| * Work within the team to analyse spend data to identify efficiency opportunities and or non-compliance and work with directorates to remedy. | * Quarterly |
| * To understand the relationship between the business case deliverables and the procurement process in order to facilitate delivery of the required outcomes. | * Monthly |
| * To follow the relevant procedures for ensuring that information and data is collected and recorded accurately thus enabling the production of reliable analyses and reports. | * Monthly |
| * Engage with officers across the organisation to maintain a comprehensive pipeline and ensure early engagement on procurement activity, including horizon scanning to identify new programmes. | * Monthly |
| * Assess benefits and options of the various procurement routes including collaborative procurements or frameworks to deliver value for money. | * Weekly |
| * Work with the service area to analyse pricing structures and whole life contract costs whilst demonstrating best value. | * Monthly |
| * To assess the market place for sources of supply and work with the customer to develop a robust procurement approach/strategy that will deliver value for money. | * Weekly |
| * Define and develop structured plans including, terms of reference for upcoming tenders/ procurement projects. | * As required |
| * To advise on the development of specifications through consultation with the customer, thinking creatively about how to best meet the requirements. | * Daily |
| * Support in the preparation of tender/quotation documentation, manage the tender process whilst ensuring compliance with council policy and UK legislation, and ensure selection is properly conducted and demonstrates value for money. | * Daily |
| * Develop evaluation models appropriate for the needs of the service in agreement with the commissioners taking into consideration sustainability, equality and environmental considerations where appropriate. | * Daily |
| * Support the preparation of draft contracts, adapting terms and conditions to reflect the nature and scale of the requirement and encourage good performance. | * Weekly |
| * Manage any issues arising during the tendering process, propose recommendations for resolution and communicate promptly and effectively with key stakeholders. | * Daily |
| * To develop the contract award reports for approval and co-ordinate the formal review and award of contracts. | * As required |
| * Support the team in meeting corporate objectives through developing and improving: operational systems; processes and procedures; training and development initiatives. | * On Going |
| Other Information:  1. The post holder will be required to comply with the organisation’s policies and procedures, and to undertake all mandatory training as required.  2. All employees must be able to commit to Herefordshire Council’s equality policy and values, treating colleagues and customers with dignity and respect. All forms of bullying and harassment, and the use of inappropriate language, are unacceptable.    3. This Job Description covers the main duties and responsibilities of the job and will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the organisation.    4. Other activities commensurate with this Job Description may from time to time be undertaken by the post holder.    5. In order to recruit the best people for our organisation, all requests for flexible working arrangements will be considered, and we offer a fully inclusive and accessible recruitment process.    6. The organisation has a no smoking policy. Staff are not permitted to smoke on any of the organisation’s premises nor in any vehicle used on organisation business. | * As required |

**Person Specification**

| **Requirements** | **Essential or Desirable** | **Identified by**  **A – Application I – Interview** |
| --- | --- | --- |
| **Qualifications and Training** | | |
| * Educated to degree level or equivalent. | Essential | A, I |
| * CIPS associate (level 5) or actively studying towards CIPS – DESIRABLE. | Desirable | A, I |
| * IT literate – Microsoft Word, Excel, Outlook, ECDL Level 2 or above. | Essential | A |
| **Experience & Knowledge** | | |
| * As part of daily work use UK Public Sector Procurement procedures and the UK Public Contract Regulations. | Essential | A, I |
| * Using good contract management principles to make a difference on purchasing choices. | Essential | A, I |
| * Knowledge of IT systems – eFinancials, eProcurement, eSolutions, ProContract. | Desirable | A, I |
| * Collaborating with stakeholders at all levels to achieve required outcomes and make an improvement. | Essential | A, I |
| * Managing complex procurements, UK compliant tender process and/ or contract negotiations. | Essential | A, I |
| * Contract management and/ or market engagement techniques including supporting local providers. | Essential | A, I |
| * Working across public sector services. | Essential | A, I |
| * Ensuring procurements robustly demonstrate value for money at both tender stage with sufficient mechanisms for value for money to be assessed during the contract term. | Essential | A, I |
| * Drafting contract and terms and conditions. | Essential | A |
| **Skills and Abilities** | | |
| * Able to focus on priorities and goal driven making improved outcomes and efficiencies. | Essential | A, I |
| * Have an adaptable, structured approach to work, planning and paying attention to deadlines. | Essential | A, I |
| * Strong influential skills, working across different levels in the organisation. | Essential | A, I |
| * Be innovative in solving problems and driving positive change. | Essential | A, I |
| * Analytical and able to draw out useful information to enhance the quality and effectiveness of work. | Essential | A, I |
| * Strong interpersonal and communication skills, focussed on delivering the right outcomes for the council and promote the procurement profession. | Essential | A, I |
| * Understands principles of negotiating and when and how to apply them. | Essential | A |
| * A positive and proactive attitude, with the ability to work with minimal supervision. | Essential | A, I |

All council staff have a duty to promote the welfare of children, young people, and adults with care and support needs at risk of abuse and neglect who cannot take steps to protect themselves. Ensuring you attend mandated safeguarding children and safeguarding adults training to enable you to recognise the concerning behavior, know how to talk about it, and consent/duty to share information effectively. You will also learn about the legalities and procedures the social care staff can take.

## Our Values and Behaviours

The council’s THRIVE core values are our guiding principles and beliefs that shape our culture and behaviour within the council. ​They help us to achieve our Council Plan vision “do our best for Herefordshire” acting as our DNA and the “way that we do things around here”. We expect all colleagues to act as a role model by living our values and setting an example for others. ​Our values strive to promote a thriving workforce by fostering a culture of trust, being honest and responsible, inclusive, valuing people and resources and leading with empathy.

**Trust -** Developing and maintaining relationships based on a culture of transparency and open communication. Supported by integrity and the confidence that you are reliable and fulfil commitments.

**Honesty -** Demonstrating truthfulness, integrity, and transparency in all communications, decisions, and relationships. Being trustworthy, reliable, and accountable for your actions. Acting with sincerity and fairness, even in challenging situations.

**Responsibility -** Taking ownership of individual and collective actions, decisions, and delivering on commitments. Being reliable, fulfilling obligations and being accountable for outcomes and results. Proactively contributing to the achievement of your own, the team and council goals.

**Inclusivity -** Embracing diversity, equity and inclusion by recognising and valuing the unique perspectives, backgrounds and experiences of our staff, customers and residents. Creating an environment where every individual is valued, respected and can belong.

**Value -** Upholding high standards, ethics and integrity to guide our actions and decisions. Demonstrating commitment to creating and delivering value in our work by recognising and appreciating each other, our resources, processes, customers, community and environment.

**Empathy -** Demonstrating a genuine and caring understanding of others' feelings, perspectives, and experiences. Listening attentively, acting with compassion, supporting with respect and kindness and considering the impact of our actions on others.