

Job Description

Job Role: Procurement Officer - eProcurement Systems and Information (Maternity Cover)

Service: Corporate Services

Role Structure	Role Details
Directorate:	Corporate Services
Grade:	HC07
Location:	Plough Lane
Responsible to:	Commercial Services Manager

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 develop and manage a range of procurement systems and information sources to support the delivery of procurement and contract management activity across the council. The role will also involve providing advice and guidance to stakeholders on procurement processes and systems ensuring compliance with relevant regulations.

Key Duties and Responsibilities	Frequency of Task
<ul style="list-style-type: none"> Manage the council's e-procurement systems and information sources and ensure operation of efficient and effective enabling tools that support the council's procurement and contract management activities. 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> Manage, develop and maintain the council's e-procurement system and delivery of efficient e-procurement processes, ensuring compliance with all relevant legislation and statutory requirements, in particular the Data Protection Act, Freedom of Information Act, procurement regulations and local government guidelines. This will include:- <ul style="list-style-type: none"> developing and updating workflows, departmental procedures and documentation and recommending amendments as necessary setting up users and providing day to day helpdesk support to staff using the system developing training materials and training of officers on the use of the e-procurement systems dealing with queries and problem solving setting up projects and co-ordinate the preparation of tender documents for use in the e-tendering system managing issues relating to failure and respond to customer complaints You will be the Councils key point of contact for the system and will be required to attend user group meetings and liaise with the 	<ul style="list-style-type: none"> Daily

Key Duties and Responsibilities	Frequency of Task
software provider.	
<ul style="list-style-type: none"> To be responsible for the development and day to day coordination of the council's contracts register. Work with internal departments to ensure the information is accurate and up to date and that new contracts are added in a timely manner and reviewed throughout their lifetime. On a quarterly basis publish the register to the council's website in accordance with transparency requirements. 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> To provide customer focused administrative support to the team, undertaking duties as requested to support the effective delivery of the teams work programme. To act as initial point of contact for the team and ensuring that all enquiries are prioritised and dealt with appropriately. 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> To be aware of, and provide basic procurement advice and guidance to council officers, elected members and partner organisations on the requirements of the council's contract procedure rules and relevant procurement legislation. 	<ul style="list-style-type: none"> When required
<ul style="list-style-type: none"> Support all service areas to achieve compliance with the contract procedure rules and ensure information is published in line with current transparency rules and other procurement legislation. 	<ul style="list-style-type: none"> Weekly
<ul style="list-style-type: none"> Maintain records of contract variations, extensions and exemptions. 	<ul style="list-style-type: none"> Weekly
<ul style="list-style-type: none"> To coordinate the response of Freedom of Information (FOI) requests on behalf of the team. 	<ul style="list-style-type: none"> When required
<ul style="list-style-type: none"> Follow the relevant procedures for ensuring that information and data is collected and recorded accurately thus enabling the production of reliable analysis and reports. 	<ul style="list-style-type: none"> Weekly
<ul style="list-style-type: none"> Proactively seek to develop and improve systems and availability of information to support the identification of procurement and contract related improvements. 	<ul style="list-style-type: none"> Monthly
<ul style="list-style-type: none"> Collect relevant data and analyse spend to identifying areas of non-compliance such as off contract spend and/or no contract in place and work with directorates to remedy. 	<ul style="list-style-type: none"> Quarterly
<ul style="list-style-type: none"> Work with the Commercial Services Manager and Procurement Manager to analyse spend and consider opportunities for the consolidation of services for future procurement opportunities. 	<ul style="list-style-type: none"> Quarterly

Key Duties and Responsibilities	Frequency of Task
<ul style="list-style-type: none"> Responsible for preparing business cases including cost benefit analysis to improve functionally and performance of council e-Procurement systems and information sources. 	<ul style="list-style-type: none"> When required
<ul style="list-style-type: none"> Responsible for ensuring the content of the procurement intranet and webpages are up to date, and that all information regarding eProcurement systems such as the e-tendering system is accurate and easy to understand. 	<ul style="list-style-type: none"> When required
<ul style="list-style-type: none"> To develop and deliver training on procurement and system related matters to all parts of the council as may be required. 	<ul style="list-style-type: none"> When required
<ul style="list-style-type: none"> Represent the commercial services team at meetings internally and externally, as required 	<ul style="list-style-type: none"> When required
<ul style="list-style-type: none"> Support the preparation of reports and briefing papers and assist with reviewing reports prepared by others in relation to procurement matters 	<ul style="list-style-type: none"> When required
<ul style="list-style-type: none"> To undertake any other relevant duties that contribute to the overall aims of the team 	<ul style="list-style-type: none"> When required



Person Specification

Requirements	Essential or Desirable	Identified by A – Application I – Interview
Qualifications and Training		
<ul style="list-style-type: none"> Educated to degree level or equivalent vocational qualification. 	Essential	A, I
<ul style="list-style-type: none"> CIPS associate (level 4) or willingness to study towards CIPS. 	Desirable	A, I
<ul style="list-style-type: none"> Committed to undertake relevant procurement training to support the knowledge necessary to undertake the role. 	Essential	I
<ul style="list-style-type: none"> IT literate - Microsoft word, Excel, Outlook, powerpoint. 	Essential	A, I
Experience & Knowledge		
<ul style="list-style-type: none"> Experience of working within IT systems related to procurement/finance or similar 	Essential	A, I
<ul style="list-style-type: none"> Experience of delivering training/supporting colleagues to use IT systems 	Essential	A, I
<ul style="list-style-type: none"> Experience of communicating with staff at all levels 	Essential	A, I
<ul style="list-style-type: none"> Knowledge of the latest purchasing techniques and legislative changes 	Desirable	A, I
<ul style="list-style-type: none"> Experience of managing a tender process and/ or contract negotiation. 	Desirable	A, I
<ul style="list-style-type: none"> Experience of contract management and/ or supplier engagement 	Desirable	A, I
<ul style="list-style-type: none"> Experience in the evaluation of information and using that 	Essential	A, I

Requirements	Essential or Desirable	Identified by A – Application I – Interview
information to make reasoned recommendations.		
<ul style="list-style-type: none"> Understanding of the 'demands' of local government, value for money/more for less agenda 	Desirable	A,I
<ul style="list-style-type: none"> Dealing with the interaction between internal service requirements and contractor engagement 	Desirable	A,I
Skills and Abilities		
<ul style="list-style-type: none"> Ability to understand and monitor procurement systems (i.e. eTender system) performance and functionality and resolve user issues. 	Essential	A, I
<ul style="list-style-type: none"> Strong ability to analyse and assimilate information, producing appropriate reports from that information to help inform performance management and procurement strategies. 	Essential	A, I
<ul style="list-style-type: none"> Flexible but structured approach to work and the ability to work under pressure and respond to deadlines 	Essential	A, I
<ul style="list-style-type: none"> Excellent written and oral communication skills with particular ability to explain complex processes and procedures and able to write effective, clear and concise reports. 	Essential	A,I
<ul style="list-style-type: none"> Excellent interpersonal and influencing skills and ability to work collaboratively with teams across the organisation to meet business requirements. 	Essential	A,I

Requirements	Essential or Desirable	Identified by A – Application I – Interview
<ul style="list-style-type: none"> Organised with strong administration skills 	Essential	A,I
<ul style="list-style-type: none"> Ability to be innovative with a willingness to solve problems 	Essential	A,I
<ul style="list-style-type: none"> Committed to providing the highest levels of customer services and professionalism. 	Essential	A,I
<ul style="list-style-type: none"> Demonstrate a willingness to learn and get involved with work that may be outside your comfort zone. 	Essential	A,I
<ul style="list-style-type: none"> High level of numeracy and literacy skills 	Essential	A,I
<ul style="list-style-type: none"> Able to initiate and drive change and improvement 	Essential	A,I
<ul style="list-style-type: none"> Able to work under broad direction. Full accountability for own work receiving assignments in the form of objectives. Work is often self-initiated in line with overall work plan. 	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.

