| Role Structure | Role Details |
| --- | --- |
| Directorate: | Corporate Services |
| Grade: | HC07 |
| Location: | Plough Lane |
| Responsible to: | Procurement Manager |

# Job Description

# Job Role: Procurement Officer

**Service: Corporate Support**

## **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 and support the delivery of compliant quotation and tender processes.

| Key Duties and Responsibilities | Frequency of Task |
| --- | --- |
| * To promote the development of good procurement practice, maintain thorough knowledge of procurement and other relevant legislation and share this with the organisation. | * Daily |
| * Provide high quality responsive procurement advice and guidance to council officers, elected members and partner organisations. | * Daily |
| * Support the preparation of the commissioners’ requirements, identifying and proposing opportunities for cost reduction | * Daily |
| * Identify and evaluate most appropriate route to market including available or developing frameworks and collaborative working and propose a preferred option | * Daily |
| * Ensure there is a comprehensive knowledge of the relevant market place and engage with the market where appropriate to inform specifications and procurement strategies | * Weekly |
| * 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 |
| * Support the preparation of draft contracts, adapting terms and conditions to reflect the nature and scale of the requirement and encourage good performance. | * Daily |
| * Propose and agree the evaluation criteria with the commissioners taking into consideration sustainability, equality and environmental considerations where appropriate | * Daily |
| * Co-ordinate and oversee the evaluation of tenders ensuring that all issues raised are fully resolved. | * Daily |
| * Support the preparation of a contract award report for consideration and approval and co-ordinate the formal review and award of contracts. | * Monthly |
| * To maintain team systems and benchmarking for procurement to demonstrate its effectiveness across the council. Use this data to ensure and support all service areas in achieving compliance with the contract procedure rules and in the publishing of information in line with current transparency rules and other procurement legislation | * Weekly |
| * To assist with all types of procurement spend analysis, identifying and ensuring spend activity is against awarded contracts. | * Monthly |
| * Work with service areas to analyse spend and consider opportunities for the consolidation of services for future procurement opportunities. | * Monthly |
| * To follow the relevant procedures for ensuring that information and data is collected and recorded accurately thus enabling the production of reliable analysis and reports. | * Daily |
| * To monitor a programme of customer feedback and strategies and to utilise customer feedback both internal and external to identify service weakness and to develop solutions to maximise both internal and external customer satisfaction | * Bi-annually |
| * Offer a flexible, advisory service to the council and resolve issues when appropriate on all procurement related matters | * Daily |
| * To develop and deliver training on procurement related matters to all parts of the council as may be required | * Monthly |
| * To improve, develop and maintain the teams procurement toolkit and templates | * On-going |
| * To undertake any other relevant duties that contribute to the overall aims of the team | * Daily |

## **Person Specification**

| **Requirements** | **Essential or Desirable** | **Identified by**  **A – Application**  **I – Interview** |
| --- | --- | --- |
| **Qualifications and Training** | | |
| * Educated to degree level or equivalent vocational qualification. | Essential | A, I |
| * CIPS associate (level 4) or willingness to study towards CIPS. | Desirable | A, I |
| * IT literate – Microsoft word, Excel, Outlook. | Essential | A, I |
| **Experience & Knowledge** | | |
| * Experience of communicating with staff at all levels | Essential | A, I |
| * Knowledge of the latest purchasing techniques and legislative changes | Essential | A, I |
| * Purchasing and supply chain experience. | Essential | A, I |
| * Experience of managing a tender process and/ or contract negotiation. | Essential | A, I |
| * Experience of contract management and/ or supplier engagement | Essential | A, I |
| * Experience in the evaluation of information and using that information to make reasoned recommendations. | Essential | A, I |
| * Ability to work under pressure and respond to deadlines | Essential | A, I |
| * Flexible but structured approach to work | Essential | A, I |
| * Understanding of the ‘demands’ of local government, value for money/more for less agenda | Essential | A, I |
| * Dealing with the interaction between internal service requirements and supplier engagement | Essential | A, I |
| * Knowledge of IT systems – eFinancials, eProcurement, eSolutions. | Essential | A, I |
| **Skills and Abilities** | | |
| * Clear, concise, accurate written and oral communications with particular ability to explain complex processes and procedures; able to write effective, clear and concise reports. | Essential | A, I |
| * Excellent interpersonal and influencing skills | Essential | A, I |
| * Organised with strong administration skills | Essential | A, I |
| * Ability to work with team structures to meet business requirements | Essential | A, I |
| * Analytical | Essential | A, I |
| * Ability to be innovative with a willingness to solve problems. | Essential | A, I |
| * The ability to work effectively with others as part of a team. | Essential | A, I |
| * Demonstrate a willingness to learn and get involved with work that may be outside your comfort zone. | Essential | A, I |
| * Negotiating | Essential | A, I |
| * High level of numeracy and literacy for calculations and reports. | Essential | A, I |
| * Able to initiate and drive change and improvement | 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 Behaviors**

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.