

## **Job Description and Person Specification**

### **Job details**

Job title: **Procurement Officer**

Grade: J

Reports to: Procurement Category Manager

Directorate and Service area: Finance; Procurement, North Northamptonshire

### **Purpose of the job**

The remit of the Procurement Team is to develop the Council-wide procurement policy and strategy and provide professional expertise and support to improve the efficiency and effectiveness of the procurement of goods, works and services for North Northamptonshire.

The Team provides expert advice and support service to all front-line departments in addition to letting and managing a range of corporate contracts on behalf of all departments.

The Procurement remit is to transform the way the council procures goods and services and to develop innovative procurement strategies and e-procurement solutions that will enable more efficient processes, improved service specific contracts and a suite of common corporate contracts.

Under guidance from the Procurement Category Manager, the Procurement Officer will support on a specific area of procurement activity including running Procurement projects up to and including noncomplex procurement processes and giving sound procurement advice, as well as contributing to the review of documentation and processes, with support from others.

To deliver stakeholder training for Procurement, tendering and including presentation at provider engagement events.

In addition it shall be the task of the Officer to accurately record the results / data of these processes for reporting purposes and performance monitoring.

## **Principal responsibilities**

1. Provide professional advice, support and guidance within specific procurement category areas such as Social Care, Public Health, Childrens, FM, Property, Estates, Highways Transport & Waste relating to the Council's procurement strategy by promoting innovative ideas, planning, developing & implementing new processes / initiatives / contracts in a sensitive, persuasive and determined manner with the objective of ensuring that the service is regarded as high performing and the service provision demonstrates value for money.
2. Lead on less complex projects including the development of potential procurement options and selection of the most appropriate route. Manage the full tender cycle including advertising, developing documentation, evaluating, moderation, contract award and feedback to bidders.
3. Support the procurement process on more strategic and complex projects, including the preparation of tender documents and manage bidder clarifications. Preparing reports for staff, managers Steering groups or other bodies as required. Monitor and report on quality and timeliness to ensure that specified projects are delivered on time, budget and standard.
4. Support the procurement process on more strategic and complex projects, including the preparation of tender documents and manage bidder clarifications. Preparing reports for staff, managers Steering groups or other bodies as required. Monitor and report on quality and timeliness to ensure that specified projects are delivered on time, budget and standard.
5. Provide specialist procurement advice to staff, Council Departments, Partner Organisations and Service Providers during contract preparation stages on matters relating to best practice, quality performance measurement, value for money and continuous improvement throughout the life time of contracts.
6. Make use of and provide evidence of using market knowledge and other management information to engage with customers to help influence future thinking and inform recommendations using our category management approach to both to shape future direction and implement improvements.
7. Provide general support to the Procurement Category Managers within the Category.
8. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
9. Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and to comply with the policies and procedures relating to health and safety within the department.

10. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.
11. Fully utilise, operate and report on the e-procurement tools available to the team.

General responsibilities applicable to all jobs

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.



**North  
Northamptonshire  
Council**

## **Person Specification**

<b>Attributes</b>	<b>Essential criteria</b>	<b>Desirable criteria</b>
Education, Qualifications and Training	GCSE – English and Maths grade C or above	Studying for or commitment to study for at least Associate level membership of the Chartered Institute of Purchasing and Supply
Experience and Knowledge	Good understanding of Public Contract Regulations and UK Procurement Legislation.  Good understanding of Contract Law.  Able to communicate at all levels both orally and written.  Influencing skills  Experience of using Intend E-Procurement software or equivalent	Procurement experience in managing quotations/tenders from start to finish and call-offs from frameworks
Ability and Skills	Computer literate to intermediate level in Word, Excel, MS Project (planner) and Power Point with knowledge of procurement electronic systems such as ERP (Enterprise Resource Planning).	

Attributes	Essential criteria	Desirable criteria
	Ability to liaise with stakeholders both internal and external, Procurement clients, customers and 3rd parties.	
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	