

WHERE
CAREERS
THRIVE

When potential
is unlocked,
talent *thrives*



West
Northamptonshire
Council

Job description and person specification

Procurement and Contract Support Officer

Procurement and Contract Management Governance, Finance

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.



West
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Council

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.

Purpose and impact:

The Procurement and Contract Management Governance Team provides professional leadership and advice on strategic purchasing and contractual governance issues across the Council.

We offer professional guidance and support to officers up to and including Director level for delivering service objectives by procuring value for money for goods, services and works.

We inform services of re-design and innovation to both front-line and back-office projects with whether it is procurement strategy or e-procurement solutions that will enable more efficient processes, improved service specific contracts.

In addition, we also let a range of corporate contracts on behalf of all departments and provide a contract management governance role ahead of planning for future procurement activity.

The Procurement and Contract Support Officer is a good entry to public procurement learning the skills and demands of the service and providing vital support to the team helping to deliver projects and other management information such as policy, processes and system access for our internal WNC staff and external customers and suppliers.

Accountable to:

Reporting directly to the Procurement Business Partner you will effectively manage a range of duties and tasks from developing appropriate procurement and contract reports or updating processes and policy for the team. You will be expected to learn and become the senior systems expert for our e-procurement systems and Intranet and Internet websites.

Because of this, you will be working across all of the team in a support capacity including the Head of Procurement. This role will also support the Contracts Governance Manager with their remit with overseeing contracts within the council.

Responsibilities:

- 1. To support the procurement and contract delivery of effective, efficient, and best value contracts across all service areas of the council, through the gathering and provision of market intelligence and conducting low risk procurements under the guidance of the Procurement Business Partner.*
- 2. Become the council's expert resource for e-procurement and contract management systems and in doing so secure maximum procurement and contract efficiencies.*
- 3. To create and publish procurement notices, system data entry and correspondence through appropriate media and systems, including UK and Government legal advertising requirements to ensure award notices are published when the process is concluded.*

- 4. To support business partner service areas and procurement managers/officers in the preparation of all documentation relating to procurement processes and to ensure where appropriate that this is created in a format compatible with e-tendering.*
- 5. To ensure that any procurements this role supports are undertaken are managed in compliance with all required regulation and legislation and that prescribed processes are followed.*
- 6. To maintain and update the contracts register and other procurement systems as requested by the Business Partners, Officers and the Head of Service. To monitor outputs from the contracts register, spend data and other procurement data and alert procurement managers, officers in the team , so as to promote pro- active engagement with service areas.*
- 7. To ensure that Procurement policies, procedures and processes are maintained, update and communicated across the organisation and to monitor and report on compliance across the organisation.*
- 8. To provide data to enable accurate responses to all "bona fide" requests under the Freedom of Information Act 2000 with regard to tendering processes or other procurement related activity.*
- 9. To develop, implement and maintain appropriate monitoring tools and reporting mechanisms to ensure benefits and procurement related savings are captured and recorded.*

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.

Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
This is applicable to all roles in WNC that are required to use IT equipment: Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	E	
Computer literate to intermediate level in Word, Excel, MS Project, Powerpoint. Experience of working in an ERP environment, with good knowledge of integrated purchase to pay systems.	E	
Good organisational skills, able to prioritise, and communicate effectively. Good analytical skills, ability to identify key information.	E	
Confidence to challenge colleagues on procurement issues and processes in appropriate circumstances.	E	
Able to communicate at all levels both orally and written.	E	

Knowledge:	Essential / Desirable	Measured by
Good understanding of UK Public Procurement Legislation.	E	
Good understanding of Contract Law.	E	
Knowledge of procurement policy and regulation	D	
Knowledge and understanding of the Data Protection Act	D	
Knowledge and understanding of protocols necessary for the protection of data.	E	
Able to manage amend and update web pages and documentation	D	

Relevant experience:	Essential / Desirable	Measured by
Significant experience of data analysis and spreadsheet manipulation.	E	
Influencing skills	E	
Experience of providing detailed reports based upon data analysis.	E	
Experience of working in an ERP environment, with good knowledge of integrated purchase to pay systems.	D	

Education, training and work qualifications:	Essential / Desirable	Measured by
Studying for or commitment to study for at least Associate level membership of the Chartered Institute of Procurement and Supply (CIPS)	D	

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

Day-to-day in the role:

Hours:	37	Primary work base:	One Angel Square
Job family band:	6	Worker type:	Flexible
Salary range:		Budget responsibility:	N/A
People management responsibility:	None		

Working conditions & how we work:

How we work: We are open to discussions about flexible working.

As a flexible worker your base is One Angel Square however you will mainly work remotely operating from MS Teams and MS Office. The Team do come in the office weekly on a Thursday for team togetherness and sharing best practice. While the organisation supports flexible working, there may times where you may need to attend meetings in person. This can be discussed.

Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

T	Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
H	High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
R	Respect	we respect each other and our customers in a diverse, professional and supportive environment.
I	Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
V	Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
E	Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture”

When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

