

Job Description and Person Specification

Job details

Job title: Senior Procurement Officer

Grade: (7)

Reports to: Procurement Manager

Responsible for: Procurement Administrator

Directorate and Service area: Finance and Performance

Purpose of the job

To provide strategic procurement advice and support on programmes and projects; over £100K up to £10 million in value. While the role could support any area of the council it is expected to work under the scope of a wide business partner customer remit to which the customer areas can change from time to time. This could be care, construction, Transport and Highways, ICT and to all manner of complexity.

Principal responsibilities

1. Research and identify innovative procurement solutions across the public and private sector that can be implemented within the category of spend.
2. Design and manage procurement project plans for individual projects including developing tender documents, evaluation processes and identifying risks and issues for specific contracts to ensure that contracts are delivered on time and budget in a way that is most likely to deliver improved benefits and savings for customer service areas.
3. Assist in the development, implementation and subsequently review of procurement strategies for the whole procurement cycle, ensuring this approach is agreed with relevant stakeholders.
4. Determine and continually monitor current supply market position in the specific category spend area to identify both over and under capacity. Implement both supplier rationalisation programmes and strategies to develop new sources of supply as appropriate to optimise competition.
5. Manage the balance across a range of different and often conflicting priorities relating to areas like balancing aggregation of spend, promoting local economic growth, mitigating commercial and legislative risk and delivering financial savings
6. Develop effective relationships with local and national business groups representing specific supplier sectors and work collaboratively on a local, regional and national level to achieve efficiencies in the supply chain.

7. Mentor/manage junior members of the Procurement 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. Understand the council's commitment to Corporate Parenting and take responsibility to support this commitment. Enable the council to be the best corporate parents possible to children and young people in our current and previous care.
4. 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.

Special features of the post

None

Person Specification

| Attributes | Essential criteria | Desirable criteria |
|--|---|-------------------------------------|
| Education, Qualifications and Training | <p>Degree and/or holds or studying for full Professional Membership of the Chartered Institute of Purchasing and Supply (MCIPS)</p> <p>Specialist/technical knowledge & understanding of Procurement</p> | Relevant IT qualification. |
| Experience and Knowledge | <p>Extensive knowledge and understanding of the Public Contracts Regulations 2015, the requirements of the Local Government Act 1999 and Contract Law.</p> <p>Sound understanding of economic factors which will impact on market sectors and approaches to minimise cost pressures and reduce commercial risk. Good understanding of commercial approaches taken by providers relating to costing and selling.</p> <p>Knowledge, understanding and successful experience of working on delivering procurement approaches for a category area ideally via a procurement category management approach in a complex organisation.</p> | Good understanding of contract law. |
| Ability and Skills | <p>Sound understanding an experience of managing suppliers including supplier development, drivers of costs in the supply chain, understanding of sub contract markets and supply relationship management</p> <p>Extensive understanding of procurement processes and</p> | |

| Attributes | Essential criteria | Desirable criteria |
|------------|--|--------------------|
| | <p>how e- procurement tools such as e-tendering and e-spend systems can be deployed to reduce process costs including performance management techniques relating to benchmarking.</p> <p>Ability to assist multi-functional teams in developing and delivering the most appropriate procurement strategies and solutions.</p> <p>Ability to identify opportunities, identify and balance risks and benefits and take appropriate actions to deliver the most beneficial outcomes within procurement projects.</p> <p>Negotiation skills or with ability to achieve the optimal commercial solutions whilst maintaining credibility and a long term supplier relationship.</p> <p>Understanding of legal requirements and risk management within procurement projects.</p> <p>Ability to interpret a range of differing priorities and influence the outcome across a range of senior stakeholders</p> <p>Explain complex problems and issues in a concise and understandable way to a wide range of stakeholders.</p> <p>Ability to develop and maintain excellent working relationships with customers within North Northamptonshire Council and possibly other external customers requiring our procurement services ensuring engagement at appropriate times and appropriate management levels.</p> | |

| Attributes | Essential criteria | Desirable criteria |
|------------|--|--------------------|
| | <p>Builds and maintains relationships with stakeholder/ peer organisations.</p> <p>Able to plan activities in a logical manor ensuring key deliverables and timelines are identified and appropriate budgets are in place.</p> <p>Ability to plan multiple activities in a logical manor ensuring key deliverables and timelines are identified and appropriate budgets are in place.</p> <p>Excellent analytical skills. Including ability to identify key data and other influencing factors such as customer preferences and market developments and incorporate these into decision making process.</p> <p>Sound understanding and awareness of political issues and sensitivities, policies and developments and how they influence the requirements of the post.</p> <p>Must be fluent in both spoken and written English.</p> <p>Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.</p> <p>Negotiation skills or with ability to achieve the optimal commercial solutions whilst maintaining credibility and a long-term supplier relationship. Understanding of legal requirements and risk management within procurement projects.</p> | |

| Attributes | Essential criteria | Desirable criteria |
|--------------------|---|--------------------|
| Additional Factors | Must be able to travel between Council sites and be able to occasionally work outside normal office hours (evening and weekends). | |