

Job Description

Job Title: Procurement Officer

POSCODE:

Grade: SO1

Overall purpose of the job

The post holder will work as part of the high performing Procurement and Commercial Team at Cambridgeshire County Council, delivering effective and timely procurement support to internal clients and key partners. There will be opportunities to continue CPD and share insights and ideas with the rest of the very experienced team.

Main accountabilities

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.

	Main accountabilities
1.	Work with the rest of the team to deliver procurement activity where the contract is valued over £100,000.
2.	Prepare procurement documentation with clients, including the procurement plan, ITT, RFQ, award report etc.
3.	Liaise with clients proactively to ensure their procurement requirements are delivered effectively.
4.	Support clients through the evaluation process to ensure contract awards are compliant and timely.
5.	Provide procurement advice liaising with Procurement Managers and Senior Procurement Managers as required.
6.	Support the management of DPS and framework establishment and call offs as required.
7.	Make efficient use of the ICT tools available to support procurement process, particularly ProContract (e tendering) and ERP Gold (finance and Contract Register)
8.	Deliver the Procurement Officer role in a way that meets the 7 ambitions of the Council.
9.	Demonstrate an awareness and understanding of equality, diversity and inclusion.

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
Degree or equivalent	Any relevant	Essential
CIPS Level 4	N/A	Desirable

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

Identify	Describe	Essential/ Desirable
Knowledge		
Understand public sector procurement rules, for example Public Contract Regulations (2015)	The public sector's procurement is governed by national law	Essential
Knowledge of different procurement processes	Including tendering, requests for quotation, framework call offs etc	Essential
Knowledge of the wider strategic framework for procurement.	Including social value, procuring for Net Zero etc.	Desirable
Skills		
IT proficient	In MS packages	Essential
Communication skills	Oral and written so that you can communicate effectively with a range of stakeholders	Essential
Team working	Ability to work as part of an agile and remote team.	Essential
Organisational skills	The ability to manage multiple priorities effectively	Essential
Experience		
Experience of working in a procurement role, preferably in the public sector	At Procurement Support Officer or Procurement Officer equivalent	Essential
Of using e tendering software	The Council uses this software for the majority of its procurement processes	Desirable
Equality, Diversity and Inclusion (applies to all roles).	Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role.	

Disclosure level

What disclosure level is required for this post?	None	Standard
	Enhanced	Enhanced with barred list checks

Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid)	Fixed	<u>Hybrid</u>	Field	Remote	Mobile
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