

WHERE
CAREERS
THRIVE

When potential
is unlocked,
talent *thrives*



West
Northamptonshire
Council

Job description and person specification

Procurement 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'.

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.



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Purpose and impact:

Procurement is part of the Finance function that provides professional leadership and advice on strategic procurement and contractual governance issues across the Council.

The remit of the Procurement and Contract Management Governance Team is to provide strategic guidance to senior officers up to and including Directors in delivering service objectives by procuring value for money contracts. To inform service re-design and innovation projects with relevant advice on procurement strategy and e-procurement solutions that will enable more efficient processes, improved service specific contracts and a suite of common corporate contracts.

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

Accountable to:

Reporting to the Procurement Business Partner and under the guidance of Procurement Managers, the Procurement Officer will support specific customer areas with activity including requirements for tenders and giving sound procurement advice.

Responsibilities:

- 1. Provide professional advice, support and guidance (both regulatory and commercial) within council service areas such as Children's, Housing, IT, Transport, Corporate, Property & Construction and Community & Adult Services. Advice should relate to the Council's Procurement Strategy and 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. Working with members of the team to identify and review business opportunities for extending and improving contract-based services. This will include the development and analysis of management information, to determine appropriate procurement category strategies and actions by taking a holistic view. Supporting and assisting in reviews of procurement spend areas, identifying ways forward and, in consultation with end users, assist in drawing together specifications and completing the commissioning process.*
- 3. 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 and contract award and feedback to bidders.*
- 4. Support the development of capital schemes, other council projects, as appropriate, and other innovative procurement and contracting activities across the Council by providing a combination of support, critical challenge to business process and ensuring compliance with legislation and contract regulations.*
- 5. Support other members of the team with their 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.*

6. *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.*
7. *Provide support to both the Head of Procurement and Procurement Business Partner.*
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 procurement e-procurement tools available to the team.*
12. *To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.*
13. *Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.*
14. *Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.*

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
		A, T, I, P, D
Able to communicate at all levels both orally and written.	E	
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	A/T/I

Knowledge:	Essential / Desirable	Measured by
Good understanding of UK Public Procurement Legislation.	E	A, T, I, P, D
Good understanding of Contract Law.	E	

Relevant experience:	Essential / Desirable	Measured by
Procurement experience in managing quotations/tenders from start to finish and call-offs from frameworks.	E	A, T, I, P, D
Influencing skills	E	

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	A, T, I, P, 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:	7	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.

