

WHERE
CAREERS
THRIVE

When potential
is unlocked,
talent *thrives*



West
Northamptonshire
Council

Procurement Officer

Corporate Finance and Procurement Team – Strategic 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.

Purpose and impact:

The Procurement Service forms part of the Council's Corporate Finance and Procurement team which focusses on the provision of strategic procurement advice and support across Council



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services ensuring procurement activities align with delivery of the Council's corporate plan and priority objectives. Working closely with our service and contract managers, through our business partnering approach, the team provide expert advice and management of the procurement cycle, commercial contract management whilst ensuring processes are robust, compliant and in line with the latest regulations.

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:

- Provide professional procurement advice, support and guidance (both regulatory and commercial) across Council Services including Adult Social Care Services, Children's Services, Housing, IT, Transport, Corporate Services and Property & Construction.
- 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.
- 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.
- Support strategic and complex projects, including the preparation of supplier events, tender documents and manage bidder clarifications, evaluation and moderation sessions.
- Support the delivery of inhouse procurement training and the use of the procurement E-Tendering portal.
- Provide specialist procurement advice to staff, Council Service Managers, 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.
- Fully utilise, operate and report on the procurement e-procurement tools available to the team.

- 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.
- Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
- 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
Able to communicate at all levels both orally and written.	Essential	A, I, P
Ability to influence others at all levels	Essential	A, I, P
Problem solving - Ability to understand differing priorities that often conflict and be able to devise solutions that achieve value for money whilst ensuring continuity of supply .	Essential	A, I, P
Planning - Able to plan multiple activities in a logical manor ensuring key deliverables and timelines are identified and delivered.	Essential	A, I, P
Demonstrate effective use of Office 365 to an intermediate level (incl. Teams, OneDrive, etc.)	Essential	A, I, P

Knowledge:	Essential / Desirable	Measured by
Working knowledge and understanding of procurement management techniques	Essential	A, I, P
Understanding of procurement processes and experience with using e-procurement tools to procure.	Essential	A, I, P
Knowledge and understanding of the Public Contracts Regulations 2015 and PA23.	Essential	A, I, P

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

Education, training and work qualifications:	Essential / Desirable	Measured by
Studying for or commitment to study for membership of the Chartered Institute of Procurement and Supply (CIPS)	Essential	A, I, P
Educated to A-level standard or equivalent vocational qualification, with experience in the procurement field.	Essential	A, I, P

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:

Job family & salary band:	Professional Support Band 7	Worker type:	Flexible
People management responsibility:	N/A	Budget responsibility:	N/A

Current pay scales and other benefits are published on the [Jobs and Careers](#) section of West Northamptonshire Council's internet.

Working conditions & how we work:

This role has been identified as a flexible worker type, as a flexible worker you will carry out the majority (3 days plus) of your work remotely with the expectation that you will come into the office when required for meetings.

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.”

Should you require this document in another format or language, please contact: Careers@westnorthants.gov.uk

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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.



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