

Job Description and Person Specification

Job details

Job title: **Procurement Policy Officer**

Grade: J

Reports to: Procurement Policy, Process and Systems Manager

Directorate and Service area: Finance; Procurement, North Northamptonshire

Purpose of the job

The remit of the Procurement Team is to develop the Council-wide procurement policy and strategy and provide professional expertise and support to improve the efficiency and effectiveness of the procurement of goods, services and works for North Northamptonshire.

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

The Procurement remit is to transform the way the council procures goods, services, and works and to develop innovative procurement strategies and e-Procurement solutions that will enable more efficient processes, improved service specific contracts and a suite of common corporate contracts.

Under guidance from the Procurement Policy, Process and Systems Manager, the Procurement Policy Officer will be involved in the procurement of corporate contracts, including the running of non-complex procurement projects and giving sound procurement advice, as well as contributing to the creation and review of documentation, policies, and processes, with support from others.

To deliver stakeholder training for Procurement, tendering and including presentations at provider engagement events.

In addition, it shall be the task of the Officer to accurately record the results / data of these processes for reporting purposes and performance monitoring.

Principal responsibilities

1. Provide professional advice, support, and guidance within specific procurement category areas such as Childrens, Estates, Facilities Management, Highways Transport and Waste, Property, Public Health, Social Care relating to the Council's procurement strategy 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. Lead on less complex procurement 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, moderation, contract award and feedback to bidders.
3. Undertake procurement data related tasks as assigned by the Procurement Policy, Process and Systems Manager.
4. Gather and analyse data and other information, providing ad hoc reports and data requests on behalf of the Procurement team.
5. Support and assist the Procurement Policy, Process and Systems Manager with the implementation of procurement policy in line with national legislative changes.
6. Carry out research and gather and analyse information in order for decision makers to help and shape procurement policy.
7. Support in the delivery of the Procurement Strategy, undertaking required actions as assigned.
8. Assist the Procurement Policy, Process and Systems Manager with the design, implementation and management of processes and systems used by the procurement team and the wider Council.
9. Fully utilise, operate and report on the e-procurement tools available to the team.
10. Provide general support to the Procurement Category Managers within the team, where required.

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. 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.



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Person specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	GCSE – English and Maths grade C or above.	Degree and/or holds or studying for full Professional Membership of the Chartered Institute of Procurement and Supply (MCIPS). Willing to study for the full Membership of the Chartered Institute of Procurement and Supply (MCIPS).
Experience and Knowledge	Good understanding of Public Contracts Regulations 2015 and UK Procurement Legislation. Good understanding of contract law. Experience of writing policies and designing processes. Experience of using the In-tend e-Procurement software or equivalent.	Procurement experience in managing quotations/tenders from start to finish and call-offs from frameworks. Previous experience of public sector processes and procedures.
Ability and Skills	Excellent IT skills particularly in report creation, spreadsheets and systems. Computer literate to intermediate level in using Microsoft Office software including Word, Excel, MS Power BI, and PowerPoint. Ability to communicate at all levels both verbally and in writing. Influencing skills. Problem solving skills.	



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Attributes	Essential criteria	Desirable criteria
	<p>Ability to work independently and as part of a team.</p> <p>Ability to liaise with stakeholders both internal and external, procurement clients, customers and third parties.</p> <p>Excellent attention to detail and ability to multi-task with a wide range of queries from members of the public and senior managers.</p> <p>Ability to identify and implement process changes which will enhance and benefit the organisation.</p>	
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	
Additional Factors	Ability to travel for work as required.	