

JOB FAMILIES ~ Technical
Level descriptor – JM1
Job Title: Procurement Officer

Role purpose:	
Provide technical advice and guidance to others, (including other professionals) to support delivery of the council's Procurement Strategy and drive savings from the council's procurement activity, including market and data analysis and leading on specified procurements.	
Typical activities	Knowledge, skills & experience
<p>Provide procurement support across directorates, at all stages of the procurement cycle, including procurement planning, market analysis, tendering, evaluation and contract management.</p> <p>Provide ongoing analysis of market and spend data to support the Procurement Manager in the development and implementation of Category Management strategies for key areas of spend.</p> <p>Lead on specified procurements, driving savings and efficiencies through innovative contract strategies based on sound market knowledge. Ensure that procurement activity is in compliance with legislation and the Councils Contract Standing Orders.</p> <p>Draft and complete all documentation for procurement processes from advertisement to award of contract and liaise with colleagues to ensure business needs are identified and met.</p> <p>Maintain the Contracts Register to accurately record the status of contracts held with suppliers and review those scheduled for renewal with service leads in sufficient time.</p> <p>Promote and provide support in the use of the e-Procurement portal 'Pro Contract', ensuring maximum exploitation of the opportunities offered by the system.</p> <p>Support the Procurement Manager in developing templates and providing training so that colleagues outside of the procurement function can effectively, efficiently and legally undertake low value, low risk procurements independently.</p> <p>Work closely with procurement teams in neighbouring authorities to share best practice and exploit opportunities for collaboration.</p> <p>.</p>	<p>Chartered Institute of Purchasing and Supply membership at professional Diploma level 5 or equivalent relevant experience, working towards MCIPS</p> <p>Relevant experience across all stages of the procurement cycle, preferably in a similar environment.</p> <p>Significant knowledge and experience of procurement legislation and regulations to advise others and ensure compliance.</p> <p>Strong analytical skills, and the ability to identify opportunities and strategies from large amounts of data and present findings to others as the subject lead.</p> <p>Effective written and verbal communication skills including the ability to influence and negotiate effectively with colleagues, suppliers and partners.</p> <p>Demonstrable organisational and time management skills to prioritise, set appropriate deadlines and ensure that outcomes are delivered.</p> <p>Ability to undertake research and analysis to influence the council's procurement strategy.</p>
Performance measures	Competencies
<p>Quantifiable objectives ~ e.g. number of cases held at any one time, impact evaluation of service delivery, quality of records, contracts etc</p> <p>Feedback from businesses, customers, colleagues and partner agencies</p> <p>Key Performance Indicators (where available)</p>	<p><u>Team Working</u> ~ cooperation and flexibility, Is able to give and receive constructive criticism and solicits ideas from others</p> <p><u>Service user/ outcome focused</u> ~ achievement of results through appropriate decision making, evidenced based investigations, enforcements etc</p>

<p>Line manager assessment</p> <p>360 feedback from staff and colleagues</p> <p>Performance of the team</p>	<p><u>Problem solving & judgement</u> ~ develops solutions, makes links between identified potential issues and possible solutions, is confident in making decisions within guidelines.</p> <p><u>Planning & Organising</u> ~ Prioritises work, organising work for self and others to agreed deadlines</p> <p><u>Business Awareness</u> ~ Understands the contribution the role makes to the service and organisation as a whole and recognises how the actions of others impact on own role.</p> <p><u>Leadership Standards</u> ~ demonstrates the behaviours set out in the council's leadership standards.</p>
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Equality and Diversity

We expect all employees to act professionally and to treat colleagues and the public with dignity and respect. This means setting a strong personal example of good equality and diversity practice at all times and ensuring they are sensitive to the needs and views of others and reflect this in the way they behave. Managers have additional responsibilities of managing others effectively by recognising and valuing each team member as an individual and always challenging inappropriate language and behaviour.

Health and Safety

We all have a responsibility to work within health and safety legislation, associated codes of practice, North Somerset Council's policies and procedures and our local safe systems of work and emergency arrangements.

Continuous Development

Our jobs and the way we do things evolve over time and we need to keep abreast of new technologies, legislation and methodologies for our own subject areas. We are responsible for reviewing and developing our own professional practice.

<p>The entering of your name and date below will be treated as your signature for declaration purposes.</p>	
<p>Effective Date:</p>	<p>Issued on:</p>
<p>Name:</p>	<p>Date:</p>