

JOB DESCRIPTION

Job Title: Procurement Officer		Ref No:	JE Ref: G374
Directorate: Corporate Services	Band: 9	Location: Dumfries and Galloway	
Responsible To:	Procurement and Commissioning Manager		
Responsible For:	No line management responsibilities. Will provide day to day on the job training, advice and guidance to new employees, students, trainees or the equivalent, including trainee procurement officers and graduate trainees.		
Job Purpose:	To deliver a professional procurement service in accordance with legislation, Council procurement strategies, policies and Procurement Standing Orders, driving value for money and supporting delivery of the Council's priorities and objectives. To ensure that the Council's contract requirements are sourced from the right suppliers, utilising sound contractual and commercial arrangements which recognise and mitigate risk, in particular legal risks, for example EU procurement directives. To develop, in conjunction with the contract owners, individual contracting strategies which obtain best value for money and sustainable cost reductions from expenditure on goods, services and works. To help deliver tactical and operational procurement activities, with the outcome being, lower cost of supply, increased quality and security of supply.		
Main Responsibilities:	The job holder will carry the formal responsibility for delivering the following outputs and they will be achieved through effective working relationships with those in the identified job interdependencies. • Provide consistent and comprehensive procurement advice and guidance, which aims to ensure compliance with relevant procurement strategies, regulations and standing orders across the Council; • Work with stakeholders to support effective procurement and commercial activity across the Council; • Lead on the development of contracts across all areas of the Council which are of medium / high complexity / risk / value; • Lead on the implementation and support Scotland Excel in the ongoing management of collaborative contracts; • Capture and report on benefits realised through procurement for allocated directorate; • Develop and provide input to the development of a range of contract strategies for spends over £50K across the Council, including leading user intelligence groups; • Development and improvement of procurement tools used; • Development and delivery against action plans for improvement of procurement in key areas; • Act as an escalation point for contract and supplier management; • Lead on supplier management for high / medium risk / value contracts;		

- Co-ordination and provision of evidence to support the Council's Procurement and Commercial Improvement Programme (PCIP)
- Able to write both contract strategy documents and contract authorisation papers in a clear, consistent and concise manner, conscious of the audience, that will often be senior officers;
- Understand external market conditions and apply these to procurement exercises to ensure best value is achieved by the tender process;
- Develop relationships with other Councils in order to drive benefits via a collaborative approach.

Procurement Process, Contract Tendering and Negotiation

- Demonstrate in depth understanding of the public sector procurement process, and take this into consideration when developing contract strategies and awarding contracts;
- Advise on all areas of the procurement process;
- Solve issues and make improvements within the purchase to pay process;
- Ensure agreed procurement strategies are adhered to;
- Identify and address areas of risk and poor compliance;
- Ensure tenders are managed professionally, and within the legislative framework;
- Implement negotiation strategies and use them to full effect;
- Lead and advise those undertaking procurement activities, in terms of best practice tendering and negotiation approaches and techniques.

Efficient and well managed work processes across the function

- Value for money delivered on all outputs;
- Contribute to service efficiency savings;
- Apply consistent work practices across the team in line with legislation, the Council's Procurement Standing Orders and the Scottish Governments Procurement and Commercial Improvement Programme (PCIP)
- Record procurement and commercial practices across the organisation
- Responsibility for information required for assessment of the PCIP
- Effective support of team members
- Compliance with professional, regulatory, statutory and corporate requirements.

Market Insight

- Understand external market conditions and apply these to procurement exercises to ensure best value is achieved by the tender process
- Develop category / commodity strategies
- Able to demonstrate an understanding of procurement collaborations and consortia, and decide where such an approach would be strategically beneficial to the Council

Additional tasks for which the postholder will be responsible:

- Represent the corporate procurement team at various stakeholder meetings and project groups
- Ensure corporate and social responsibility policies and strategies are considered and implemented across appropriate procurement exercises.

	<i>These responsibilities are not exhaustive and may be added to or amended consistent with the job purpose.</i>	
Performance Management	• To manage your own performance and any staff you may be responsible for in accordance with the Council's values of Customer First, continuous improvements, openness and honesty, local decision making and team working. • To achieve the agreed performance targets detailed in the work plan and contribute to performance appraisal activities. • To manage your own performance in compliance with all Codes, Regulations and procedures including Code of Conduct, Health and Safety and Governance. • To manage risk, promote risk awareness and prioritise work in light of the risk analysis. • To actively commit to the Council's equality and diversity vision statement and associated policies that promote fairness and equality and celebrate diversity, in dealing with colleagues, clients and service users. • To take all reasonable measures to limit carbon emissions and reduce energy / resource consumption when undertaken work activities.	
Prepared by:	Karen Scott, Procurement and Commissioning Manager	Date: 17 September 2018