COMHAIRLE NAN EILEAN SIAR

JOB DESCRIPTION

Job Title:	Trainee Procurement Officer	**Job Number:**	2215
Department:	Chief Executives	**Grade:**	E
Location:	Council Offices, Sandwick Road	**Date:**	2026
Responsible To:	Chief Officer Law & Governance; in the first instance to the Senior Procurement Officer.		

Job Purpose

To deliver the following functions:

- Provide procurement support for departments to identify service delivery options
- Undertake market research
- Provide advice and support to departments with specification preparation
- Tendering including advertising
- Support for the tender evaluation and contract award processes
- Contract management
- Supplier development
- Support the delivery of strategic procurement

All as directed by the Senior Procurement Officer to ensure the delivery of a responsive, effective and efficient service in line with legislation, best practice, Best Value and Comhairle policies.

Duties

1. Participate in inter departmental groups established to identify service delivery options.
2. Undertake market research including identification of suppliers, products and services, and pricing structures for review by the Procurement Manager
3. Provide templates for and review drafts of specifications.
4. Provide guidance for departments on the appropriate procurement routes and the tendering process.
5. Prepare and issue tender documentation, submit advertisements to the National Advertising Portal and deal with any queries.
6. Facilitate and undertake, where appropriate, tender evaluation including the submission of reports to the Comhairle and/or Chief Executive for approval.
7. Prepare reports and documentation to enable contracts to be awarded.
8. Undertake monitoring and evaluation relating to contract management and provide reports and recommendations to departments where appropriate.
9. Engage with suppliers using a range of techniques, for example survey, supplier events and provide reports and recommendations where appropriate.

10. Draft policies, procedures, training materials and other information relevant to the implementation of the Comhairle's Procurement Strategy and Procurement Policy.



General Accountabilities

1. To ensure that all information received and disseminated, whether verbal, written or electronic concerning all employees, prospective employees or service users is treated in the strictest confidence and that all such information held is regulated and controlled in a similar manner in compliance with Data Protection legislation.
2. To ensure compliance with Standing Orders and Financial Regulations of the Comhairle.
3. To ensure that all duties and responsibilities are performed in a safe manner so that no risk to health and safety arises to yourself, any other employee or member of the public.
4. As the Comhairle is committed to the effective management of risk, it is the responsibility of all employees to carry out their duties and responsibilities with adequate regard for Risk Management as outlined within the Comhairle's Risk Management Policy.
5. To comply with the Comhairle's Equal Opportunity Policy in Service Delivery and Employment, thereby promoting a fair and quality service to all.
6. To keep under review your own development needs. Learning needs should be discussed and determined at your annual Performance Appraisal and you will be required to undertake training as identified and as appropriate and required for the effective performance of the duties of the post.
7. Any other duties or responsibilities that may need to be allocated from time to time to ensure the efficiency of the service.



COMHAIRLE NAN EILEAN SIAR

PERSON SPECIFICATION

This form lists the essential and desirable criteria required. Applicants will be leeted on the basis of meeting the criteria. Please ensure you complete your application form considering the criteria below.

Job Title: Trainee Procurement Officer **Job Number:** 2215

CRITERIA	ESSENTIAL	DESIRABLE
Knowledge	E1. Understanding of the legislative and regulatory framework in which local government procurement is delivered. E2. Understanding of wider procurement issues including options appraisal and alternative delivery mechanisms.	D1. Understanding of the local authority environment.
Skills and Abilities	E3. Able to implement legislation and regulations. E4. Able to analyse financial and other forms of management information. E5. Able to interpret performance information and identify possible corrective or improvement action. E6. Ability to meet deadlines and work under pressure. E7. Able to form good relationships with partners and colleagues. E8. Able to identify and implement IT solution to improve processes and service delivery.	
Education and Experience	E9. Highers or Equivalent. E10. To commit to qualifying as a Member of Chartered Institute of Purchasing and Supply, qualified at level 4 within two years.	
Other Factors	E11. Willingness to undertake travel throughout the Western Isles and to the mainland as required.	D2. Ability to speak Gaelic.