JOB OUTLINE	
JOB TITLE: Senior Procurement Officer	**JET CODE: 6945**
SERVICE: Procurement	
DIVISION: Council Resources	
REPORTING TO: Team Manager - Procurement	
RESPONSIBLE FOR: Procurement Officers and Procurement Assistants	

JOB PURPOSE:

To deliver an efficient service safeguarding taxpayer assets and supporting services to effectively manage their resources.

Based in the Procurement Service within Finance and reporting to a Team Manager you will require to take ownership of the tendering process for a wide range of goods, services and/or works, including Mini Competitions, EU and Regulated procurement.

You will provide expert specialist procurement advice and guidance to suppliers, client departments, colleagues and external stakeholders. delivering a customer focused and professional service

Responsible for the provision of high quality procurement, contracting and quality of services.

MAIN DUTIES:

As a member of the Procurement Team, contribute to the creation of the corporate procurement strategy and delivery of the team's agreed objectives, plans and targets.

Assist the Team Manager and support colleagues to deliver work across organisational boundaries and to contribute to the overall delivery of the Council's corporate plans, priorities and objectives.

Promote continuous improvement by applying lean thinking, creative problem solving and any other appropriate methods to streamline working methods focusing on added value in collaboration with all relevant colleagues.

Promote best value, year on year savings, improved efficiency and effectiveness in the Resources aligned to a specific group(s) of goods, services and/or works.

Ensure that appropriate and accurate procurement information and advice is made available to relevant internal and external customers.

Assist the Team Manager with the collection and communication of performance information including BPIs.

Support the upkeep and analysis of the information assets of the Procurement Team, such as; spend analysis (Spikes Cavell/Finance Systems) and the procurement systems.

Contribute to the development and implementation of the Council's Corporate Procurement Strategy including contract and supplier management. This includes (but is not limited to) increasing the percentage of expenditure with contracted suppliers, maximising the benefits (financial, community, sustainability) to be obtained through, application of best available procurement route, negotiation and use of technology. Assisting with the development of contract management procedures.

Maintain awareness of developments in national policy, best practice, innovation and a detailed working knowledge of all relevant legislation in order to ensure that the Council's procurement policies and practices conform to statutory provisions and reduce the high risks faced by the Council.

Ensure the effective and efficient procurement of contracted goods, services and works, in accordance with Council policies and procedures, in accordance with legal requirements and delivery of services to the agreed specifications, targets and costs despite differing circumstances for each procurement and potentially disengaged stakeholders.

Produce reports for senior management and committees which represents the work undertaken to deliver the assigned procurements.

Promote training of internal customers designed to promote compliance with policies, procedures and contracts.

Project Manage the delivery of assigned regulated and other procurement projects in conjunction with external bodies where necessary.

Develop, communicate and implement category and commodity strategies for Goods, Services or Works. This will cover the end-to-end process (development, tender & contract).

To ensure that the appropriate records are kept to ensure a full and clear audit trail of each procurement and that key documents can be easily found by other team members.

Promote sustainable procurement in the delivery and development of the service.

Mitigate risks to supply chain, through appropriate due diligence, contracting and service level arrangements.

Facilitate and manage the Procurement aspects of projects including, market engagement, tendering, expert negotiations, Supplier capability evaluation and contract drafting and provide commercial advice on balancing quality with total cost of ownership.

Work collaboratively with senior service managers to develop robust business requirements and support them to drive, implement, embed and sustain business transformation.
Take account of the views of service users and their representatives in planning,

commissioning and developing services

Support the ongoing effectiveness of contractual arrangements, optimisation of supplier and contract management and procurement and contract compliance for relevant corporate and procurement contracts and contract management escalations.

Monitor market and supply factors to ensure that the tenders being developed will produce maximum and best value for the council.

Explore new opportunities through supply chain to deliver community benefits in line with the Council's commitments to taxpayers.

Liaise with other organisations and Suppliers to understand local community benefit needs and new ways of delivering these.

Ensure that community benefits are delivered through Supplier contracts.

Embed economical, social, environmental sustainability solutions and goals into procurement activities and processes.

Undertake continuous research into procurement matters and contribute to the development and maintenance of e-procurement, contract and supplier registers, performance monitoring and benefit tracking.

Ensure that the Team Manager is appraised of performance and of emerging issues and seek direction or support as and when appropriate.

Supervise resources (trainees/graduates) to ensure proper and effective application of designated duties, including checking the quality of work produced by others, KPIs, cost savings, training and contract management. Ensure compliance of Corporate Procurement Procedures and legislative and procedural compliance.

Deputise for the Team Manager as required.

Work effectively within the political dimension.

Promote the transfer of skills, knowledge and understanding to staff, internal customers and suppliers wherever possible.

Take reasonable care of your own health and safety and co-operate with management to enable compliance with the Council's health and safety rules and legislative requirements.

Undertake personal and professional development as may be deemed necessary to meet the duties and responsibilities of the job

Promote the Council's vision and values and a corporate culture that is positive, customer focused and supports employee engagement to the highest standards

Any other appropriate duties, as requested by Management, commensurate with the grade for the post.

ESSENTIAL REQUIREMENTS FOR THIS ROLE

Qualifications/Experience:

- Educated to HND/Degree Level in a relevant discipline.

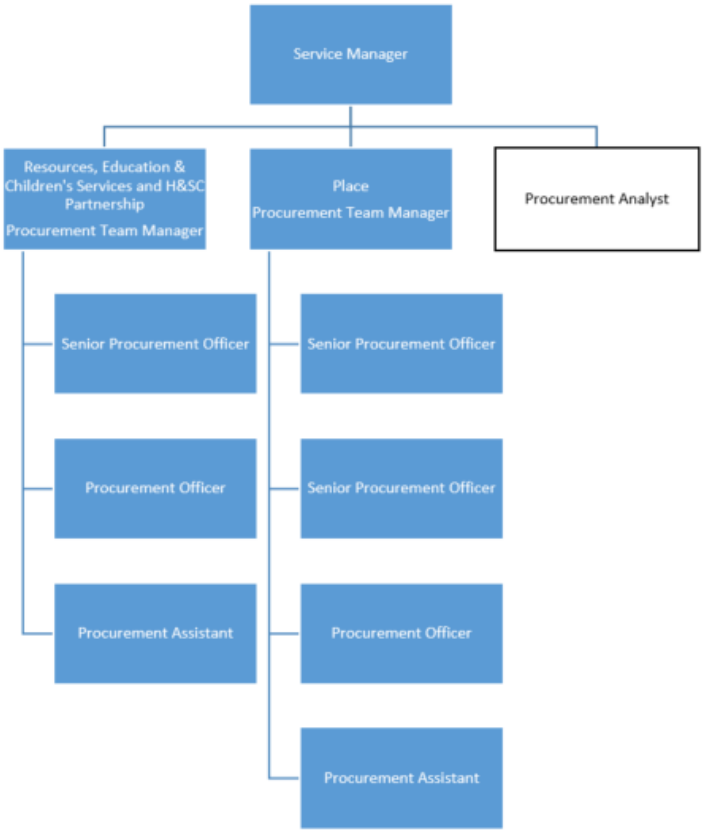
Disclosure Scotland:

- This role requires **Level 1 Disclosure Clearance** to allow access to the Public Sector Network. ELC will submit a Police Act Disclosure application on behalf of the preferred candidate and receipt of the subsequent certificate will be **required prior to commencement**.

Scottish Social Services Council:

- None

ORGANISATIONAL STRUCTURE:



PERSON SPECIFICATION		
Attributes	**Essential**	**Desirable**
Education, Registration & Training	Educated to HND/Degree level in a relevant discipline. This role requires **Level 1 Disclosure Clearance** to allow access to the Public Sector Network. ELC will submit a Police Act Disclosure application on behalf of the preferred candidate and receipt of the subsequent certificate will be **required prior to commencement**.	CIPS or other relevant qualification.
Previous Experience (Paid & Voluntary Work)	Experience in regulated Procurement. Experience of running procurement tenders. Experience of supplier and contract management. Experience of offering professional procurement advice. Experience of market research, supplier selection and eProcurement. Experience of supporting the delivery of procurement strategies, to deliver value for money. Experience of challenging the status quo, and the ability to influence change with clients and external stakeholders for the benefit of the council.	Experience of applying Public Sector and EU Procurement Processes to relevant commodities within a large scale public sector organisation. Experience and knowledge of eProcurement Systems such as Public Contracts Scotland – Tendering (PCS-t) or Public Contracts Scotland (PCS) or alternatives. Experience of supporting the delivery of Community Benefits in all relevant procurement processes
Knowledge/ Skills /Competencies	Knowledge of Procurement Regulations and procedures and knowing how to apply them in a procurement tender process.	Knowledge of applying Scottish Government procurement regulations within a large scale public sector organisation.

	Knowledge of how to effectively lead and drive projects from beginning to end of the procurement process within a large scale organisation with senior stakeholders, external organisations or internal clients Knowledge of the steps taken to deliver strategic sourcing activity including the development of complex high value high risk procurement strategies for Goods, Services or Works; including, demand management, tendering, supplier selection and contract management. Effective Stakeholder Management skills. Effective problem solving skills. Effective verbal, presentational and written communication skills. Knowledge of commercial models. Negotiation skills.	Knowledge of: Category Management. Community Benefits. Economical, Social, Environmental sustainability. Keeps up to date with regards to service improvement in both the public and private sector.
Personal Qualities	Ability to develop strong relationships with colleagues and customers. Ability to collaborate in multi-disciplined teams and influence joint working to achieve excellent results. Ability to plan and identify potential problems/risks and think through and provide effective solutions. Ability to deal with uncertainty, ambiguity. Ability to use own initiative. Ability to develop effective relationships with stakeholders.	Involves team in helping to make decisions or plans and values peoples contributions. Sensitive to others concerns and is able to communicate to them when decisions affect them. Is prepared to take tough decisions considering political and operational elements.

	Ability to manage challenging situations with external and internal clients / suppliers. Ability to prioritise important activities and milestones for any projects being undertaken, based upon business needs. Uses own knowledge and experience to asses any risks and is responsible for own decisions. Uses information/lessons learned from past performance to guide future practice.	
Council Behaviours	We are Person Centred We Initiate and Embrace Change We Strive to be the Best we can be We make things Happen We work Together	