Person Specification

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| Job title: | Procurement Officer |
| Job Family/  Grade/Level: | Business Support 4/BS 4 - Grade 7 |
| Summary of role: | **<<To be read in conjunction with the relevant Role Profile>>**  Based in the Corporate Procurement team within the Chief Executive’s Department and reporting to a Category Manager you will require to take ownership of the tendering process for a wide range of assigned commodities for Works, Goods & Services, including Mini Competitions, Above Threshold and Regulated procurement, with a specific focus on the delivery of construction projects for the councils City Deal programme. You will provide expert specialist procurement advice and guidance to suppliers, client departments, colleagues and external stakeholders. delivering a customer focused and professional service  The key responsibilities of the role will be to   * Support the actions and outcomes of the Council’s Procurement Strategy and guide and supervise project team members in the delivery of tenders within the Public Procurement Landscape. * Supervise and organise delegated resources 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 Manual and legislative and procedural compliance. * Produce reports for senior management and committees which represents the work undertaken to deliver the assigned procurements. * Review toolkit documents, procurement journey and cost savings and recommend changes which streamlines processes and makes for a leaner, efficient procurement organisation. * Perform high value tendering activity and negotiate where required, external contracts on behalf of the council to deliver best value and sound terms and conditions. |

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| **Criteria** | **Essential** | **Desirable** | **Evidence** |
| Education, qualifications & training |  | A professional Qualification e.g. Membership of Chartered Institute of Purchasing & Supply or appropriate degree | Application Form  Certificates |
| Skills | Experience in the delivery of end-to-end procurement process for construction projects as well as an understanding and the ability to apply NEC3 Terms and Conditions and appropriate commercial models.  Excellent communication, influencing, negotiation and organisation skills. The ability to prioritise workloads and meet targets.  Excellent interpersonal skills.  First class written, verbal and presentational communication skills.  Experience of supporting the delivery of procurement processes from identifying the need through tendering to contract management.  Proven experience in strategic sourcing including the development of procurement strategies for Goods/Services & Works; inclusive of commodity profiling, comprehensive market research, strategy planning, tendering, supplier selection, contract management, eProcurement mobilisation, and contract implementation and supplier performance management.  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. |  | Application Form  References  Interview |
| Knowledge | Knowledge of Procurement Regulations and procedures and knowing how to apply them in a procurement tender process.  Know how to effectively lead and drive complex 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. | Experience of applying Public Sector and Above Threshold 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 | Application Form  References  Interview |
| Other |  | Demonstrates a commitment to continuing professional development. | Application Form  References  Interview |

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| **Criteria** | **Essential** | **Desirable** | Evidence |
| Providing Excellent Customer Service – Customer Orientation  **Level 2**  Forward Thinking  **Level 2** | Actively develops strong relationships with colleagues and customers.  Is able to collaborate in multi disciplined teams and influence joint working to achieve excellent results.  Has the ability to plan and identify potential problems/risks and think through and provide effective solutions. | Keeps up to date with regards to service improvement in both the public and private sector.  Has a proactive approach to developing services and recognises and rewards people for being proactive. | Application Form  Interview |
| Delivering Results – Planning  **Level 1** | Ability to prioritise important activities and milestones for any projects being undertaken either by you or any direct reports, based upon business needs. | Ability to monitor budget spend and keep on track. | Application Form  Interview |
| Personal Effectiveness – Communicating  **Level 2**  Influencing  **Level 2**  Decision Making  **Level 2** | Is able to communicate effectively with people and are comfortable explaining difficult issues in a way that different people at different levels understand.  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. | Involves team in helping to make decisions or plans and values peoples contributions.  Able to communicate Council objectives and service targets and let people know how they and their role fit in.  Sensitive to others concerns and is able to communicate to them when decisions affect team.  Is prepared to take tough decisions considering political and operational elements. | Application Form  **Interview** |