# **Section 1**

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| **JOB TITLE: Procurement Officer** | **POST NO(S): RAE0097** | |
| **SECTION/UNIT: Procurement (Finance and Integrated Service Support)** | | |
| **DIVISION: Place** | | |
| **REPORTING TO: Chief Procurement Officer** | | |
| **STAFF RESPONSIBILITY: None** | | |
| **PROCUREMENT SERVICE INTRODUCTION & BACKGROUND**  The Procurement Team is undergoing a period of transformation and recruitment by seeking dynamic individuals to assist in radically improving the service offered to the section areas across the authority. This vacancy offers opportunities across the four categories;  1. Health & Social Care  2. Corporate  3. Construction & Commercial Operations  4. Environment, Education & Housing  The Procurement Team is eager to encourage Professional Development and will therefore, subject to funding, look to support any successful candidate’s path to obtaining their CIPS (Chartered Institute of Procurement and Supply) qualification.  Procurement as a career offers exposure to many facets of an organisation. We can interact with stakeholders from the service users to Senior Management. Our ultimate objective is to ensure we achieve best value in all our external contracts.  Working in Midlothian presents an exciting opportunity for the right candidate to take us forward in our desire to be a high performing, citizen-focused and modern local authority. As the fastest growing local authority in Scotland, the Procurement Officer will deliver forward-looking services fit for a modern 21st Century organisation. | | |
| **JOB PURPOSE**:  Act as the Strategic lead in a nominated category of spend with responsibility for delivering Corporate procurement objectives, targets and savings.  Provide expert and authoritative advice and guidance to service managers and lead on strategic procurement direction to the Council for a specific spend area, responsible for developing category/commodity strategies and leading a category sourcing programme that delivers compliant contracts, savings and efficiencies to the Council.  Contribute to the development and compliance of the procurement strategy, policy and procedures; provide procurement expertise and guidance to senior management. | | |
| **MAIN DUTIES**:   * Act as the strategic lead in a nominated category of spend, to develop and manage a category sourcing programme that delivers savings and efficiencies to the Council. * Research, develop, lead and deliver category/commodity strategies and procurement projects that will contribute to service delivery, ensuring savings and efficiencies are achieved; category/commodity strategies will need to meet on-going changes in the procurement environment and the challenge of continuous improvement. * Lead and participate in procurement projects, deploying category expertise and commercial acumen, challenging end users requirements for cost-effectiveness and need, taking account of whole life costs and corporate social responsibility/sustainability issues. * Develop and implement strategies to manage procurement risk, integrate council policies into procurement practice, measure and analyse category spend and savings data. * Lead on all aspects of the procurement journey for a designated category of spend, including developing sourcing strategies, market analysis, supplier development, options appraisal, conducting the full tender cycle above and below the EU threshold, evaluate and award of tenders, delivering contracts on time against the category sourcing programme and contract management, all in-line with the over-arching procurement strategy. * Ensure that all contracts are delivered in compliance with all statutory and regulatory agreements so that they are awarded in a legal manner and in accordance with Council standing orders and policies. * Provide expert advice and guidance to senior managers and members on procurement issues within a spend category. * Provide the lead role in determining the strategy and managing the commercial negotiations with suppliers, in support of contract owners/officers, ensuring value for money and that the Council’s best interests are protected and promoted. * Manage category contract relationships with suppliers that promote development of individual suppliers and markets to ensure the Council receives best value and continuous improvement over the full life of contracts, including performance management and monitoring KPI’s. * Develop and maintain external relationships with other organisations, including Scottish Procurement and Scotland Excel, promoting collaboration and he sharing of services, providing specialist knowledge and sharing best practice. * Manage a contracts quality assurance regime that provides data, analysis, and support to contract owners/officers on performance of contracts against key performance indicators, ensuring that contract and supplier management arrangements are in place and monitored. * Lead on deployment of internal and external communication methodologies that provide information and guidance on procurement issues and contracts to Council staff, suppliers and markets. Handling of Freedom of Information requests on procurement matters in accordance with Council policy. * Deliver training to non-procurement staff, to ensure procurement skills are enhanced throughout the Council.   **Other Duties**  Represent the Chief Procurement Officer at internal/external working groups and meetings as appropriate.  Any other appropriate duties and responsibilities which may be assigned by the Chief Procurement Officer. | | % OF TIME |
| WORKING ENVIRONMENT: The jobholder works predominately in an office environment, regularly travelling to various council locations for meetings with stakeholders and partners involved with procurement. Meetings generally take place in office environments predominately within Midlothian but will require travel to other parts of Scotland from time to time. | | |

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| **PHYSICAL CO-ORDINATION**:  The jobholder uses a PC at their own speed to produce documentations for all aspects of the procurement cycle, including specification writing, interrogating databases and financial systems, providing statistical analysis, management reports and to communicate by e-mail.  The jobholder is expected to drive a car in the course of their duties, travelling frequently for meetings within Midlothian and to general meetings across Scotland. |
| **PHYSICAL EFFORT**:  Work is office based and from time-to-time files are lifted and carried between locations. Some circumstances may require the transport of a laptop in order to work at other Council offices or work from home. |
| **MENTAL SKILLS**:  The Jobholder is the strategic lead in a nominated category of spend and to provide extensive specialist expertise when conducting procurement exercises covering a wide range of services with differing purchasing needs.  The job holder will be expected to lead the development and implementation of specific commodity strategies which challenge the services existing needs and which will cover a period of three years or more. In developing these the jobholder will need to consider information from a wide variety of sources, some of which may not be immediately apparent from the existing service arrangements. The jobholder will require to investigate a number of diverse sources of information, some of which may be contradictory to develop and secure approval for the commodity strategy. This will include but is not limited to obtaining and assessing information from services, suppliers, benchmarking groups, other professionals such as Finance, Human Resources or Legal and competitors in the wider market place.  The successful development and subsequent implementation of commodity strategies through leading tendering exercises will require the jobholder to address a range of problems which may have strategic, financial, policy, legal, HR or technical aspects within a framework of procurement strategy.  S/he will require a clear grasp of the management information required for procurement at corporate and service level, and have the ability to devise solutions to meet those needs. By improving systems, procedures and through negotiations the jobholder will significantly cut costs of supplies and services, securing favourable trading and contractual arrangements.  The jobholder is expected to have considerable market knowledge for the commodities they are responsible for procuring, they must have the ability to forecast changes and demand within the market and advise service managers on the sourcing strategy up to three years ahead. |
| **CONCENTRATION**:  The jobholder focuses on planning, research and analytical work over 2 hours at a time, predominately preparing sourcing strategies, tender documents, specification writing, report writing, evaluating tenders and analysis of financial information.  S/he will typically work to achieve service deadlines. This will include the need to plan and work to strict tender deadlines to ensure new contracts are introduced which meet service needs and enable financial savings. The jobholder has to deal with a range of activities, notably working on a number of procurement projects at the same time, some of which may be at different stages with the procurement process. |
| **COMMUNICATIONS SKILLS**:  S/he will have the skills to negotiate with and influence managers, procurement partners and suppliers to support and implement change. S/he must conduct market research on specific commodities and services, reporting back to senior management offering recommendations and solutions.  The jobholder has frequent contact with other procurement partners to discuss and advise on best practice procurement. S/he will have regular contact with business suppliers to negotiate favourable trading and contractual terms, to provide de-briefs after contract awards, chair bidder’s conferences and conduct regular supplier contract review meetings.  S/he will identify and deliver staff training to non-procurement specialists.  The jobholder will have excellent oral and written skills with the ability to produce and constructively present accurate and complex reports. |
| **DEALING WITH RELATIONSHIPS**:  The jobholder deals with colleagues at senior level in all Council services, procurement partners and major suppliers, ensuring that efficient and cost-effective procurement arrangements are in place. Most frequent contact is with service managers and service deliverers regarding procurement issues.  Significant contact and negotiations occur with procurement partners and major suppliers to ensure that their services continue to meet needs and to ensure favourable trading and contractual terms.  The job holder deals with complaints concerning specific tenders, this is predominately through supplier de-brief meetings after contract award. |
| **RESPONSIBILITY FOR EMPLOYEES**:  No line management responsibilities.  S/he will contribute to internal working groups to ensure that procurement contributes fully to the Councils corporate priorities and transformation programme a key element of the jobholder role will be to lead multi-disciplinary teams covering various aspects of the Procurement Teams work. This will include:-   1. Development of commodity and sourcing strategies 2. Develop tender specification and leading the procurement/tendering exercise 3. Coordinating contract implementation 4. Managing supplier performance and development 5. Procurement Projects, for example the implementation of purchasing cards.   S/he identifies and delivers training for staff involved in tenders or other procurement activity. |
| **RESPONSIBILITY FOR SERVICES TO OTHERS**:  The jobholder is expected to contribute to the assessment of service requirements, providing the lead in service procurement projects, challenging end user requirements, providing research and development of strategies that ensure contracts are delivered on time, within budget and any savings and efficiencies have been achieved.  S/he will provide advice and guidance to internal stakeholders in achieving Best Value; the jobholder will ensure procurement compliance in any tender activity undertaking by the service, monitoring the effectiveness of the delivery of contracted service/goods against agreed specifications and KPI’s.  The jobholder will conduct collaborative procurement arrangements and introduce contracts that can be used across the council and by external authorities, agencies and bodies. |
| **RESPONSIBILITY FOR FINANCIAL RESOURCES**:  The job holder is responsible for maintaining an overview of procurement activity across a range of commodities estimated at £20m with a view to systematically reducing this expenditure by approximately £500k p.a.  The job holder is responsible for the delivery of predetermined savings targets allocated to individuals/groups of commodity areas, and will determine and deliver the savings through the commodity strategies and individual procurements. S/he must produce management information and analysis to allow forecasting to be undertaken reflecting the latest efficiencies.  S/he will also be accountable for expenditure on specific supplies or services which are provided Council wide, for example the provision of photocopying, working with managers thought the Council who utilise these services to ensure that costs are controlled and that the deployment of assets achieves best value. |
| **RESPONSIBILITY FOR PHYSICAL AND INFORMATION RESOURCES**  The jobholder will carry out all aspects of the full competitive procurement cycle including tendering for a wide-range of resources/commodities, including updating and managing contract management information.  The jobholder is responsible for maintaining and identifying opportunities for improving the procurement information currently in place for access by users and to assist in developing improved performance reporting for procurement by offering suggestions for change. S/he will be responsible for producing reports on spend data, statistical reports and supplier performance reports. |

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| **INITIATIVE & INDEPENDENCE**:  Working within policy guidelines, jobholders will respond independently to unanticipated problems or situation but will have access to the Chief Procurement Officer for advice and guidance on serious issues.  The jobholder research, develop, lead and deliver category/commodity strategies and procurement projects, deploying category expertise and commercial acumen, with the ability to challenge existing practice and suggesting solutions, contributing innovative ideas to senior managers in the delivery of services.  S/he contributes to the continued development and maintenance of the procurement strategy, policies and procedures as part of internal and/or external working groups, leading in a particular category of spend. S/he on occasions will represent the council at working groups considering the implementation of legislative procurement changes.  The jobholder on occasions will attend external procurement partners meetings to discuss best practice, S/he must be aware of good practice throughout the UK, and of current developments in public and private sectors. |
| **KNOWLEDGE**:  Essential  The post demands extensive technical, specialist and theoretical knowledge which will have been attained by achieving Membership of the Chartered Institute of Purchasing and Supply (MCIPS) AND/OR through a period of relevant working experience demonstrating an excellent knowledge of procurement legislation, regulations, standards, procedures and techniques relevant to local government and of current issues facing local government. Knowledge in procurement operations is required, including specification writing, conducting the full tendering process through to evaluation and award of contract. Knowledge of modern procurement practices, including development of sourcing strategies, category management and e-procurement.  Experience of establishing and maintaining effective relationships with a wide range of organisation and individuals, particularly in negotiating, tendering and challenging existing practice. Jobholder will attend internal and external working groups to discuss procurement best practice and the implementation of legislative changes. |

**Structure Chart:**

The Structure Chart should include who reports to whom, post numbers, job titles, grades and full time equivalents.

Chief Procurement Officer

G11

FTE 1

Procurement Officer

FTE 3

**POST ??? – Procurement Officer**

I have read the job description and confirm that it is an accurate reflection of the duties and responsibilities for this post.

**Jobholder**

Signed ...................................................... Date .........................

**Supervising Officer**

Signed ........................................................ Date .........................

**Director**

Signed ........................................................ Date .........................