

Job Summary

Post Title	Strategic Procurement Officer	Pay Grade	Grade 7
Directorate	Commercial & Procurement	Line Manager	Strategic Procurement Manager
Service Area			
Post Number/s (for existing posts)	n/a	Work Location	Walton Street
Work style	Any desk	Job Family & Role Profile	Commissioning and Contracts Management CCM07O
DBS Check Required?	Basic		
Politically Restricted Post?	No		

Job Purpose and Job Context

The post holder will support the Council in the management of the cycle for the commissioning and procurement of operational, third-party agreements for goods, works or services; operating within one of the two portfolios within the procurement service.

Ensuring that procurement activities deliver the Council's objectives in a compliant manner and to the highest possible professional standards, complying with all aspects of relevant legislation alongside value for money.

They will be accountable for the delivery of specific operational procurement projects and participate in the delivery of service strategies.

Main Responsibilities and Duties

- Conduct competition activity for operational goods, works and service agreements within the relevant procurement portfolio ensuring compliance to the Council's constitution, and procurement regulation.
- Work with commissioners and colleagues with procurement in the development of category management plans and specification documents that ensure sustainable service provision.
- Attend consultation meetings with stakeholders and commissioners at all levels.
- Deliver and support best practice procurement in partnership with commissioners.
- Provide market testing and obtain market intelligence.
- Support contract social value opportunities and sustainable outcomes in partnership with commissioners.
- Support the management of procurement category portfolios in conjunction with the procurement work plan.
- Operate as a key Systems practitioner and assist in the development of technology in all procurement and contract management solutions.
- Support and advise on contract procedures ensuring compliance with Standing Orders and external legislation.
- Minimise and mitigate risk for the Council through appropriate application of procurement tools and techniques.

- Develop social value opportunities and sustainable outcomes in partnership with service departments and commissioners.

Accountability

- If this role manages a budget please state the size of the budget: N/A
- If this role monitors a budget please state the size of the budget: N/A
- How many direct reports does this job have in its reporting line? Please also indicate the grade/range of the direct reports and which legacy organisation's terms this relates to. (e.g., BCC, AVDC, WDC or CSB) N/A
- How many indirect reports does this job have in its reporting line? N/A

Scope for forward planning and deadlines

Planning & deadline requirements (tick all that apply):	✓	Provide Job Specific Examples	
Up to 3 months	✓	Project management of procurement competitions	
1 year			
3-5 years			

Values and Behaviours

We expect your values and behaviours to reflect the values of the organisation:

Proud

- Perform to your best every day
- Cares about delivering the role and setting high standards
- Upholds the reputation of the service and the wider Council

Ambitious

- Ambitious to learn, develop and fulfil potential
- Ambitious to do things better
- Solution focused looking for suitable resolutions

Collaborative

- Effectively engages with others sharing ideas and solutions
- Able to look at things from different perspectives
- Happy to work with others to achieve outcomes

Trustworthy

- Accountable for actions
- Behaves professionally and to professional standards
- Quick to respond and show initiative

The following criteria will be assessed from information provided on your completed application form, during the shortlisting and assessment process, and from your references.

Knowledge, Skills and Experience (use job family to complete) Please delete as necessary	Job Specific Examples	Essential	Desirable
Substantial relevant experience of working in the service area / related profession field, with evidence of work responsibilities	Both extensive and diverse experience of commissioning and procurement across the specific portfolio within a comparable, regulated organisation.	✓	

appropriate to the role and appropriate level of expertise.			
Authoritative knowledge of relevant systems, policies, regulations professional guidelines, legislation relevant to the specialist work area.	Good understanding of procurement regulation (PCR15 & PA23)	✓	
Excellent knowledge of service / profession and interrelationships with other services and departments. Good knowledge of wider sector / external influences.	Foundation understanding of the procurement portfolio, including high level strategic objectives and operational challenges.	✓	
Good ICT skills including Microsoft applications and specialist systems.	Experience in using eSourcing and contract management software for tendering and vendor performance management	✓	
Proven ability to build relationships, engage effectively and influence customers, partners and stakeholders, in complex situations.	Experience in understanding complex service and commercial requirements and providing robust, friendly challenge to client departments	✓	
Proven analysis and evaluation skills, demonstrating the ability to identify, interpret and diagnose complex problems/issues and develop effective solutions.	Provide clear, balanced and accurate advice and guidance on potential risks and issues associated with procurement activities.	✓	
Proven ability to cope with conflicting and changing demands through good time management and the ability to work under pressure.	Strong programme management discipline	✓	
Excellent planning and organisational skills, to manage a range of complex activities and to achieve given targets and objectives.	Good experience in the design and delivery of project plans and timetables for regulated procurements	✓	
Experience of managing projects	Deep understanding of the opportunities and risks prevalent within the post's specific portfolio.	✓	
Qualifications		Essential	Desirable
Educated to degree level or equivalent standard.		✓	
Relevant professional qualification - or working towards this. (CIPS Level 4 or equivalent)		✓	
Other Requirements		Essential	Desirable
A full driving license required to be able to carry out the role <i>(tick as appropriate)</i>			
Where the role is customer-facing and the post holder is required to speak to members of the public, the ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post.		Y	

This post is covered by the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare: • All unspent cautions and/or unspent convictions For further information on how long it takes for cautions and convictions cautions to become spent, please refer to our guide on the Rehabilitation of Offenders Act 1974 (updated 2023) Nacro	Y
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This job summary is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances, in discussion with the post holder. This job summary is intended to provide a broad outline of the main responsibilities only. The post holder will need to be flexible in developing the role with initial and ongoing discussions with the designated manager.