

JOB SUMMARY

Post Title	Procurement Officer						
Job Family	Business Support	Pay Range	Grade 10	Line Manager to others?	No	Role profile ref	BS08
Service Area	Procurement Team						
Line Manager	Procurement Team Leader						
Location	5 th Floor, County Hall, Newport						

Job Purpose

To support procurement and contract award processes in conjunction with commissioners within service areas in order to:

- contribute to the delivery of the council's procurement and contract management strategy and thereby the council's corporate priorities;
- ensure compliance with the Council's Contract Standing Orders, EU and UK legislative requirements;
- contribute to ensuring efficient and effective procurement processes are used in line with best practice;
- deliver value for money and maximise savings and benefits from procurement activity;
- ensure accurate auditable records of all procurement processes are maintained which demonstrate high process compliance.

Job Context (key outputs of team / role to provide some specific examples of role profile accountabilities)

In conjunction with commissioners within service areas and supported by other members of the Procurement & Contract Monitoring Team:

- ensure there is a comprehensive knowledge of the relevant market place;
- ensure that the process is fully compliant with the Council's Contract Standing Orders, EU and UK legislative requirements and delivers best value for the council which can be properly evidenced and demonstrated and to minimise the risk of successful challenge by an unsuccessful tenderer;
- support the preparation of the commissioners' requirements, identifying and proposing opportunities for cost reduction;
- identify and evaluate most appropriate route to market including available or developing frameworks/DPS's and collaborative working and propose a preferred option;
- co-ordinate the preparation of documents for use in the tendering process (i.e. pre-qualification questionnaire and invitation to tender);
- propose and agree the evaluation criteria with the commissioners taking into consideration, sustainability, equality and environmental considerations where appropriate;
- support the preparation of a draft contract;
- support the tendering process which may include co-ordinating queries raised from tenderers

JOB SUMMARY

and sending responses;

- advise the commissioners in relation to any issues raised during the tendering process and propose solutions;
- conduct the initial analysis of pre-qualification and tender documentation when received;
- co-ordinate and oversee the evaluation of tenders ensuring that all issues raised are fully resolved;
- co-ordinate the formal award of contract;
- maintain a comprehensive audit trail of the procurement process.
- collect relevant data, analyse spend, identifying areas where there is off contract spend and/or no contract in place and work with service area to remedy;
- work with service areas and other members of the Procurement and Contract Monitoring Unit to identify and monitor poor contract compliance and put in place plans to improve;
- monitor a programme of customer feedback and strategies and to utilise customer feedback both internal and external to identify service weakness and to develop solutions to maximise both internal and external customer satisfaction.

OTHER

- offer a flexible, advisory service to the council and resolve issues when appropriate on all procurement related matters;
- assist the Team Leader: Procurement & Contract Monitoring in developing policies and procedures that support project delivery;
- develop and deliver training on procurement related matters to all parts of the council as may be required;
- represent the Team Leader: Procurement & Contract Monitoring at meetings internally and externally, as required;
- support the preparation of reports and briefing papers for the Team Leader: Procurement & Contract Monitoring and assist with reviewing reports prepared by others in relation to procurement matters;
- to undertake any other relevant duties that contribute to the overall aims of the team

Knowledge, Skills and Experience		
Role Profile requirements.	Essential	Desirable
Substantial experience of undertaking procurement activities within either the private or public sector.		E
Experience of public sector procurement.		D
Sound working knowledge of the legal and regulatory framework governing public sector procurement		E
Substantial working knowledge of the methodologies and processes involved in		E

JOB SUMMARY

supporting the procurement process.			
Commercial awareness and sound knowledge and understanding of the local government sector.			D
Ability to communicate effectively and persuasively across all levels, particularly Senior Managers both verbally and in writing, as well as external providers, on a range of contract and procurement matters.			E
Organised and effective time management skills with ability to plan, schedule and meet deadlines.			E
Ability to work on own initiative, making effective decisions, prioritising workload and referring for specialist or management advice and support wherever appropriate.			E
Qualifications			
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Recognised professional qualification in a relevant field (or significant progress towards).			E
Evidence of and commitment to continuous professional development			D
Other Requirements			
<i>Available to work outside office hours</i> <i>Able to travel to mainland meetings</i>			