



# JOB DESCRIPTION (JD) AND EMPLOYEE SPECIFICATION (ES)

<b>JOB TITLE:</b>	Procurement Officer		
<b>GRADE:</b> <b>JOB CODE:</b>	G8 SCP's 32-37 CG56PROCG8	<b>SERVICE AREA:</b>	Procurement
<b>REPORTS TO:</b>	Procurement Business Manager, head of Procurement	<b>LOCATION:</b>	Any Council Premises
<b>SPECIAL CONDITIONS:</b>	<ul style="list-style-type: none"> <li>Occasional out of hours working will be required to attend meetings and meet deadlines.</li> <li>That in booking leave, regard is had to prevailing workloads and deadlines, e.g. reporting to management and members; year end/month end activities and the needs of the Council, the service and the team.</li> </ul> <p>NB: This list is not exhaustive</p> <ul style="list-style-type: none"> <li>Will be required to attend other council premises and out of borough locations for meetings etc. Out of hours will be required on occasions.</li> <li>Travel around the borough will be a requirement for this role and as such Walsall Council will pay mileage allowance at the HRMC rates, if the postholder uses their own vehicle</li> <li>Willingness to complete / study relevant professional qualifications (i.e. CIPS) as part of your Continuous Professional Development.</li> <li>This post is covered by the Government's Code of Practice on the English Language Fluency Duty for public sector workers.</li> </ul>		

## 1. Main purpose of the job role:

- In the context of the Council's strategic objectives, to effectively provide effective and efficient specialist procurement advice, project management and lead the delivery of compliant complex procurement processes, in relation to designated service areas and/or categories.
- To enable and contribute to Council-wide compliance with relevant procurement legislation, the Council's Constitution, procurement policy and procedures.
- To provide sound advice and innovative procurement solutions within designated and/or categories, that reduce waste, maximise efficiency, achieve best value in procurement and enable delivery of savings efficiency across the whole Council.
- To review, develop and implement fit for purpose procurement procedures and documentation and contribute to Procurement policy across the Council.
- To establish and maintain productive working relationships with a wide range of people, including elected members, officers of all levels across the Council, external organisations and suppliers.
- To contribute to the key elements of the procurement service plans, aims, objectives and functions.

## **2. Role specific duties and accountabilities:**

### Principal Activities

1. To contribute to the design, development and delivery of commercially focused procurement strategies, in relation to designated service areas and/or categories, working closely with key stakeholders, to ensure that corporate objectives and service needs are achieved.
2. To lead the delivery of designated procurement strategies through the application of significant procurement and commercial knowledge and sound procurement practice, in a manner that reduces waste, maximises efficiency and enables the delivery of the Council's strategic objectives in compliance with Legislation, the Council's Constitution and procurement policies and procedures.
3. To regularly undertake analysis of council spend, markets and supplier trends in relation to designated service areas and/or categories, to ensure that procurement is intelligence led and targeted to reduce waste, maximise efficiency and enables the delivery of the Council's strategic objectives.
4. To research, present and deliver innovative, flexible and responsive procurement sourcing options, that enable delivery of council and service plans, in partnership with key stakeholders.
5. To deliver an objective and robust value for money challenge to Service Areas, which supports their service delivery requirements and maximises spend capacity by providing procurement advice and guidance, ensuring that associated risks are appropriately considered in sourcing decisions.
6. To lead the development, dispatch, evaluation and completion of designated complex, high value tenders and ensure that they are effectively and efficiently project managed, in accordance with Legislative and Constitutional and Procurement operational requirements.
7. To lead development and ensure the timely completion of tender/quotation documents, including Instructions to Bidders Specifications, Evaluation Criteria and Methodology, Performance Standards/KPI's and Contract Terms and Conditions.
8. To advise on the evaluation of tenders/bids, ensuring alignment of published tender criteria and robust documentation of the evaluation process, outcomes and contract award recommendations.
9. To ensure that complete and accurate records of all designated procurement activity are produced and retained for each procurement process from design through to implementation.
10. To promote, support, review and take positive action to address issues of procurement related non-compliance through the provision of advice, guidance and support on Procurement related Legislation, the Council's Constitution, procurement policy and procedures
11. To support the Council in market management and provide advice and guidance on contractual matters in relation to the commissioning, decommissioning and recommissioning of services.
12. To work with suppliers to enable them to trade more efficiently and effectively with the council through the development of resources and the provision of advice.

13. To negotiate with suppliers on major projects or contracts or in circumstances where improved or continued service delivery is critical to ensure the delivery of the Council's objectives or where dispute resolution procedures may need to be invoked.
14. To contribute to the development and maintenance of systems and procedures to maximise e-procurement.
15. To contribute to the development and lead delivery of face to face training sessions, training materials, e-learning training, on the job guidance/ coaching on procurement practice, rules and regulations to the following audiences:
  - Procurement Staff
  - Wider Council workforce
  - External stakeholders including suppliers
16. To regularly update designated sections of the internal and external procurement web pages with key documents and guidance and ensure the update and publication of an accurate Council-wide Contract Register.
17. To contribute to Cabinet Reports and lead the drafting of adequately detailed and accurate procurement projects and management reports for designated projects and areas of work.
18. To ensure that all procurement activity in relation to designated service areas and/or categories are included within the Procurement Forward Plan.
19. To attend meetings with elected members, and other internal and external meetings as appropriate.
20. To support the development of staff within the Procurement Team.

#### Generic Duties

21. Support the robust governance of procurement related activity across the Council.
22. Promote effective cross-directorate working so as to deliver integrated solutions that optimise the use of resources and achieve Best Value and continuous improvement.
23. Develop/support and promote a strong customer-focused performance culture within the service team, ensuring the provision of cost effective, efficient, high quality services to the Council, its members and its departments in line with their identified needs.
24. Ensure services are provided to the highest possible standards within the resources available. To implement effective systems for setting targets, managing performance, reporting systems, identifying and overcoming weaknesses and delivering sustained improvements.
25. To ensure services proactively support internal and external partners in areas of their work which have a relevant dimension. Where applicable, to negotiate service level agreements with client departments/project coordinators/partners to ensure roles and responsibilities are clearly understood and that the outcomes for the post holder's services are achievable.
26. Provide clear, balance and accurate advice and guidance to the senior management team on issues arising within the post holder's areas of responsibility.
27. To undertake such other duties commensurate with grade as may be required from time to time.

### **Health and Safety**

To operate safely with the workplace with regard to the Council's health and safety policies, procedures and safe working practices. To be responsible for your own Health and Safety needs and that of other employees.

### **Equality & Diversity**

To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

### **Customer Care**

To continually review, develop and improve systems, processes and services in support of the Council's pursuit of excellence in service delivery. To recognise the value of its people as a resource.

### **Training and Development**

To identify training and development needs with your manager, taking an active part in your Personal Development and Review Plan. To access development opportunities as they arise and share learning with others and where appropriate, actively encourage a learning environment and development within others.

### **Policy**

To work at all times within the established policies and practices of the Council, within the framework established by the Council Constitution and associated guidance.

### **Confidentiality**

To adhere to the Council's policies and procedures on confidentiality and the management and sharing of information.

### **3. Corporate duties and accountabilities:**

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.
- Through personal commitment and clear action, the postholder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.



JOB TITLE: Procurement Officer	GRADE	
Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.	Indicate when Assessment is possible: at Application form=A interview=I both=A/I test = T	<b>WEIGHT CODE</b> shows relative importance Low=1 Medium=2 High=3
<b>Behaviours:</b>		
<b>Professionalism</b> - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.	I	3
<b>Leadership</b> - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.	Not Applicable	
<b>Accountability</b> - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.	I	3
<b>Transparency</b> - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.	I	3
<b>Ethical</b> - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.	I	3
<b>Abilities/Skills:</b>		
1. Focused on customer needs and able to provide effective procurement solutions	A/I	3
2. Able to implement procurement strategy, policy and practice at an operational level	A/I	3
3. Able to analyse and interpret complex data/information and formulate ideas and proposals	I/T	2
4. Able to think strategically, effectively plan, organise and manage procurement projects	A/I	3
5. Able to initiate and implement continuous improvement and positive organisational change	A/I	2
6. Able to deal with complex situations and manage competing deadlines	A/I/T	3
7. Able to motivate self and others whilst working under pressure, to deliver results	I	3
8. Able to influence and negotiate effectively	A/I	2
9. Able to make a positive impact on others and work effectively with a diverse range of internal and external stakeholders	A/I	3
10. Able to effectively communicate and present information to a diverse audience	I/T	3
11. Able to learn and share learning with others	I	2
12. Able to take and stand by difficult decisions	I	2
13. Able to demonstrate a clear understanding and commitment to equal opportunities and anti-discriminatory practice in all aspects of this role	I	3

14. The ability to communicate verbally with customers and provide advice and/or information in accurate spoken English is essential for the post	I	3
<b>Knowledge/Experience:</b>		
15. Significant, knowledge of European Union (EU) and Public Contract Regulations and procurement best practice	A/I/T	3
16. Knowledge of social value, localism and sustainability in procurement and contracts	A/I	2
17. Understanding of governance and risk management of projects	A/I	3
18. Knowledge and understanding project management tools and techniques	A/I	3
19. Knowledge of using E Procurement systems and techniques and other IT software such as Microsoft Excel, Word, Powerpoint and Outlook to deliver a procurement role and/or function	A/I	2
20. Demonstrable knowledge, understanding of equality issues, particularly in relation to procurement and contracts	I	2
21. A knowledge and understanding of Health & Safety	I	2
22. An understanding of the political context and environment	I	2
23. Significant experience of leading and delivering complex major procurement projects, in accordance with European Union (EU) Legislation and , Public Contract Regulations in a local authority or large complex organisation	A/I	3
24. Experience of successfully delivering complex major procurement projects in partnership with key stakeholders	A/I	3
25. Experience of delivering category related procurement strategies and practice.	A/I	2
26. Experience of producing and delivering procurement work plans and projects, on time, in a complex and challenging environment.	A/I	3
27. Experience of successfully deploying procurement best practice to reduce waste, improve effectiveness and generate efficiency	A/I	3
28. Experience of successfully negotiating on major procurement projects and contracts	A/I	2
29. Experiencing of independently managing the delivery of major procurement projects	A/I	3
30. Experience of developing implementing and using e-procurement systems and tools	A/I	2
31. Evidence of continuous professional development (where applicable)	A/I	2
<b>Qualification:</b>		
32. Degree or equivalent demonstrable experience	A	
33. CIPS Level 4 Diploma (Industry Specific Qualification) or commitment to working towards (in line with criteria 30 and the special conditions for the role)	A	
<b>Other Essential Requirements</b>		
34. An awareness of, and commitment to, equality of opportunity	I	3
35. Awareness of, and commitment to, confidentiality and handling data	I	3
<b>Prepared by:</b>	Sharon Wright	<b>Date:</b> February 2020