

Corporate Procurement Lead Officer – Policy & Development

Reference No.	A4865	Type	Individual
Service	Revenue & Commercial Services, Procurement		
Job Family	Professional 3	Grade	FC9

Purpose

To provide support and expertise to the Procurement function on Procurement legislation, policy, and best practice.

Focus on areas such as Sustainable Procurement as well as Contract and Supplier Management to ensure that procurement activity is both compliant as well as achieving the best possible value.

Monitor impact of improvement changes to ensure benefits are realised on an ongoing basis and responsible for ensuring all statutory and policy objectives are satisfactorily reported.

To provide specialist procurement advice for complex strategic projects.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
<p>Maintaining knowledge and awareness of changes in procurement legislation, practice, and regulation. Communicating effectively across the Council/procurement network as appropriate.</p> <p>Developing and maintaining guidance and toolkits for legal and policy areas of procurement activity. Focus on compliance and continuous improvement to increase compliance/reduce risk.</p> <p>Supporting the creation of policy which compliments and enhances organisational and national strategic drivers.</p>	<p>Qualified to SCQF Level 9, which includes a Degree or equivalent and/or qualified by experience</p> <p>Procurement related qualifications, e.g., Chartered Institute of Procurement & Supply, Level 6 Professional Diploma</p> <p>In-depth knowledge and experience of public sector procurement legislation and its application in a public sector environment</p>	<p>✓</p>	<p>✓</p> <p>✓</p>

Role Profile

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		Experience of leading a range of concurrent, complex issues Ability to manage conflicting priorities Ability to communicate effectively across all levels including the ability to articulate the benefits/challenges of a strategic decision whilst communicating succinctly in non-technical language to reach a mutually agreeable solution	✓ ✓ ✓	✓
Preparing key statistics and qualitative content for statutory and organisational reporting for senior management and/or committees, such as the Annual Procurement Report, Procurement Commercial Improvement Programme etc.		Political and commercial acumen and requirements for public sector accountability	✓	
Leading on management of skills and capability (centralised training plans) of those undertaking Procurement (including those with Delegated Procurement Authority).		Develop and maintain a positive performance culture Customer service skills aligned with organisational and business awareness	✓ ✓	
Establishing and developing of Council Procurement Network. Leading meetings of established network ensuring all are informed of emerging issues, best practice etc.		Experience of collaborative working, developing, and maintaining effective relationships, resulting in credibility at senior level	✓	
Ensuring reporting mechanisms are fit for purpose and streamlined and as efficient as possible, and ensuring compliance is adhered to. Investigating and implementing improved ways of working, such as use of Power BI.		Experience of initiating and promoting continuous improvement IT Skills (in particular, use of Excel and/or other systems/packages for interrogation of data)	✓ ✓	
Direct line management of team within function.		People management skills and experience Experience of effective management of performance Experience of objective setting and monitoring	✓	✓ ✓

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Provision of specialist advice/research on specific projects.		Ability to provide a regular and effective service	✓	
Identifying, investigating and escalating if required, instances of non-compliance with procurement policies and procedures. Focus on intervention (education and/or revised processes) to avoid future occurrence. Managing and reducing operational risk.		Experience of problem-solving skills to analyse and determine creative and practical solutions Risk Management experience	✓	✓
Undertaking all other duties as required for the role. Duties will be in line with the grade.				
Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:				
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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required				
Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.				
Additional Information – the following information is available:	Expected Behaviours			
<ul style="list-style-type: none"> • Skills Framework (if applicable) • How we work matters 	Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values. Please refer to How We Work Matters Guidance to learn more.			