



# Role Profile

## CORPORATE PROCUREMENT ASSISTANT (BUYER)

Reference No.	SS2457	Type	Individual
Service	Finance and Corporate Services		
Job Family	Admin Clerical 5	Grade	FC5

### Purpose

To be responsible for the management of orders and the creation of low value contracts to assist the Corporate Procurement Unit team in delivering its Procurement Strategy, always ensuring the Council obtains best value in respect of all spend.

**Task or Responsibility** - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Supporting Council Services by providing the professional capability to fulfil non-contract needs. Activities will include making “spot buys” i.e. one off requirements and being responsible for managing a portfolio of contracts including creating low value and low/medium risk contracts (i.e up to OJEU value), and managing contracts/call-offs as appropriate in line with category strategies.

**Person Specification: Skills, Knowledge, Qualifications or Experience** - Criteria can apply to more than one task or responsibility

E D

Experience of working in a Procurement role in a medium/large organisation

✓

Educated to SVQ2 level, National Certificate or Higher grade level (or equivalent) or qualified by experience

✓

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	CIPS qualification/in training/willing to undertake		✓
Placing orders/contracts in accordance with procurement policy and category strategy including carrying out quotation exercises and tenders up to agreed values.	Direct experience of the Procurement (tendering, quotations or mini-competitions) and purchasing (Purchase Order to Invoice) processes  Experience of Public Sector Procurement  Ability to provide a regular and effective service	✓	✓
Negotiating directly with third party suppliers, contractors and/or providers of goods, services and or works in order to ensure the Council obtains best value.	Strong interpersonal and communication skills	✓	
Assisting and supporting market engagement activities, as required.	Commercial awareness		✓
Accessing electronic systems such as Oracle to create/edit requisitions, orders and contracts.	Use of OneWorld/Oracle or other appropriate procurement systems		✓
Working with Category Managers to understand the category strategies so that non-catalogue procurement is minimised and where necessary is carried out in line with the strategy.	Team working skills (Work Together – See 'How We Work Matters' Framework)	✓	
Challenging demand where the request is thought to be over-specified, able to be fulfilled by a preferred supplier or can be aggregated with other similar requests.	Ability to challenge requirements and clarify needs, as appropriate	✓	
Highlighting to Category Managers/Corporate Procurement Officers any changes required to contracts/catalogues to meet the business need or to enable additional requirements, as evidenced by the requests being handled	Attention to detail	✓	

E = Essential Criteria    D = Desirable Criteria

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Managing non-catalogue requisitions. Reviewing requests to see if there are catalogues/contracts in place that would provide the goods/services/works required and re-routing accordingly.	Able to work with limited direction (Take Ownership)	✓	
Monitoring instances of routine, non-compliance/no available contracts to identify opportunities to decrease non-contract spend such as more efficient P2P processes (e.g catalogues), contracts etc., offering solutions and recommendations and taking action to implement as appropriate.	Logical thought processes	✓	
	Focused on delivering results, following tasks through to completion (Deliver Results)	✓	
Undertaking research and analysis required to pursue opportunities or to support Corporate Procurement Officers/Category Managers in this regard.	Analytical skills (structured thought processes and ability to analyse data)	✓	
	Proficient in Microsoft Office tools – especially Excel (Embrace Technology & Information)	✓	
Working closely with Council Services, Corporate Procurement Officers and Category Managers and other procuring bodies, e.g. Scotland Excel as appropriate.	Ability to develop and maintain effective relationships and work effectively with Services and suppliers (Focus on Customers)	✓	
Providing best practice procurement advice and supporting Council Services to enable them to undertake low value/low risk procurement activity effectively and in line with the Council's Scheme of Tender Procedures.	Knowledge and use of local, EU and national public procurement practices and procedures		✓
Supporting Council Services to ensure understanding of the contracts/catalogues that are available, identifying areas of difficulty from Council Services and taking action to improve.	Ability to handle changing priorities	✓	
Identifying potential compliance issues and highlighting in line with the Council's compliance policy.			
Undertaking low level contract and supplier management activities.			
Realising identified savings and managing benefits.	Numerical skills	✓	

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Undertaking all other duties as required for the role. Duties will be in line with the grade.			

<b>Additional tasks or responsibilities</b> – this is a generic role, however this particular job may also require you to undertake the following:			
<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
<b>Job Title (Specialists Tasks)</b>			

<b>Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required</b>			
<b>Before confirming appointment:</b> 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.			

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**Additional Information** – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

**Expected Behaviours** – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results