



Role Profile

Corporate Procurement Officer

Reference No.	A4525	Type	Individual
Service	Revenue and Commercial		
Job Family	Professional 2	Grade	FC8

Purpose

To support the Category Managers by undertaking specific strategic procurement activities such as research and analysis at the category/contract strategy stage as well as undertaking procurement opportunities (tenders) from strategy creation through to contract award and any associated contract monitoring/supplier management, always ensuring the Council obtains best value in respect of all spend on goods, services and works with external suppliers/contractors.

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

Assisting Category Managers to develop and execute category strategies through market/industry research and analysis using management information and external sources of data for market trends.

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

E **D**

Educated to SCQF level 8 which includes HND or SVQ level 4 or equivalent experience

✓

Be a (or willing to join as a) student or affiliate membership of the Chartered Institute of Procurement & Supply or a similar procurement related qualification or an equivalent level of professional training and experience

✓

Member of the Chartered Institute of Procurement and Supply by examination

✓

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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
Developing contract strategies and subsequent contracts for specific categories of spend designed to ensure best value for the Council, supporting the organisation's Procurement Strategy and wider aims as appropriate.	Experience of working in a Local Government/Public Sector environment Procurement experience within a large organisation		✓ ✓
Supporting the Category Managers by undertaking any procurement (tendering) exercises from contract strategy through to contract award.	Significant and relevant procurement experience including tendering for a variety of commodities (both high and low value) as well as any associated contract management Ability to prepare complex reports and tender documentation Ability to provide a regular and effective service	✓ ✓ ✓	
Being responsible for delivering medium/high value, risk and complex contracts, in line with category strategies.	Self-motivating with the ability to plan and manage own workload to meet sometimes conflicting priorities and tight timescales (Take Ownership – See 'How We Work Matters Framework') Ability to identify and minimise risk in the procurement process	✓ ✓	
Liaising with Services and the Buying Team to identify new contract opportunities and/or areas for improvement/innovation with existing contracts.	Evidence of a professional network of contacts 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 in order to reach a mutually agreeable solution (Focus on Customers)	✓ ✓	✓

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Undertaking significant research and analysis required to pursue opportunities, presenting options and recommendations as appropriate	Ability to contribute to and, where appropriate, initiate the development of imaginative solutions to procurement issues (Deliver Results) Ability to create and deliver compelling presentations or deliver training as appropriate Analytical skills IT skills (Embrace Technology & Information)	✓ ✓ ✓ ✓	
Monitoring instances of non-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.			
Undertaking medium/high level contract and supplier management activities and using such activity to seek continuous improvement and/or relevant efficiencies.	Proven influencing skills Strong interpersonal and communication skills (both oral and written) Ability to build good relationships with colleagues, partners and others both within and external to the Council (Work Together)	✓ ✓ ✓	✓
Monitoring existing and new contracts/suppliers that are identified as medium/high risk and value, to ensure any Key Performance Indicators established as part of the contract are met and undertake corrective action if necessary.			
Effectively managing non-routine Council spend through established medium/high risk and value contracts ensuring non-compliance/performance is escalated as per the contract terms, compliance policy and the Scheme of Tender Procedures.	Ability to operate with minimal supervision	✓	

E = Essential Criteria D = Desirable Criteria

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Providing best practice procurement advice and support to Council Services.	Knowledge of EU and national public procurement practices and procedures Bring appropriate technical expertise to the procurement function in an appropriate area Ability to develop and maintain effective partnership working across organisational boundaries	 ✓	 ✓
Realising identified savings and management of benefits.			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

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Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:

<p>Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:</p>	<p>Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility</p>	E	D
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Job Title (Specialists Tasks)

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.

<p>Additional Information – the following information is available:</p>	<p>Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:</p>
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- Skills Framework (if applicable)
- **How** we work matters

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