



Role Profile

Job Title: Procurement Lead Officer (Procure-to-Pay (P2P) and Continuous Improvement)

Reference No:			
Service:	Revenue & Commercial Services, Procurement		
Job Family:	Professional	Grade:	FC8

Purpose

To co-ordinate policy updates and co-ordinate/develop associate processes to ensure policy is delivered.

To lead on end-to-end Procure-to-Pay policy and procedure activity in Fife Council.

To report on aspects of performance of the Procurement function (on a corporate level but also on a national level in terms of Procurement legislative requirements).

Responsible for implementing a Procurement Compliance Policy and executing it across the council.

To support the Procurement Service Manager in ensuring effective delivery and continuous improvement of the procurement function.

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
Develop and implement eProcurement strategy including leadership of individual improvement opportunities that fall out of this (as applicable)	<p>Qualified to SCQF Level 8, which includes a HND or SVQ level 4.</p> <p>Focus on results, and management of projects in ways which improve performance and deliver effective services to our customers.</p> <p>Strong interpersonal and communication skills (both oral and written)</p>	<p>✓•</p> <p>✓•</p> <p>✓•</p>	

	<ul style="list-style-type: none"> • ability to have challenging conversations to reach a mutually agreeable solution • ability to articulate the benefits/challenges for their decision • ability to be able to create and deliver compelling presentation or training 		
Development and implementation of a compliance policy and ongoing monitoring and escalation as necessary.	<p>Experience in P2P system/process</p> <p>Experience in running/implementing a purchasing card process</p>	✓•	• • ✓•
Report on aspects of performance of the Procurement function, including but not limited to KPIs, savings/benefits, sustainable procurement duty, Annual Reporting etc.	Focus on results, and management of projects in ways which improve performance and deliver effective services to our customers.	✓•	
Provide training on relevant aspects of the P2P process to council employees and/or suppliers as appropriate	Professional experience in procurement environment (ideally public procurement)		✓•
Continuous review of processes that are owned by Procurement and liaising with groups who are impacted by those processes, e.g. requisitioners; accounts payable; Finance; BTS etc.	Ability to work to tight deadlines and on several tasks/projects concurrently.	✓•	
Involvement in ongoing activity relating to Order Housekeeping, including review of processes, attendance of working groups etc.	Commercial Awareness		✓•
SME responsibilities such as quarterly release review and testing; providing expert knowledge and advice; involvement in any projects impacting the P2P process, specifically Procurement.			
Keep up to date on procurement process/tools and techniques/technology advances and best practice, making recommendations for change to the Procurement Service Manager/Head of Revenue & Commercial Services.			
Play an active role in preparation and presenting of information to demonstrate performance in the Procurement Commercial Improvement Programme.			
Develop an improvement plan for the relevant areas of the Procurement function encompassing results of the Procurement Commercial Improvement Programme			
Representing the Procurement function and undertaking all work associated with corporate working groups, e.g. Procure to Pay, Business Continuity and undertake regular review and monitoring activity associated with such groups.			

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

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	Please see TC37 for further guidance		
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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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.	
Additional Information – the following information is available:	Expected Behaviours
<ul style="list-style-type: none"> Skills Framework (if applicable) How we work matters 	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>