



Role Profile

Corporate Procurement Lead Officer – Category Specialist

Reference No.	A4868	Type	Individual
Service	Revenue & Commercial Services, Procurement		
Job Family	Professional 3	Grade	FC9

Purpose

To provide first line professional support to the Corporate Procurement team members to execute their operational requirements, incorporating all strategic policy objectives as directed by the Category Managers/Procurement Management team.

To undertake strategic and complex procurement activities such as research and analysis at sub-category levels as well as undertaking strategic/high risk/complex procurement opportunities from strategy creation through to contract award as well as any associated contract and supplier management always ensuring the Council obtains best value in respect of all spend on goods and services and works with external suppliers.

To provide relevant input to Category Strategies, identifying opportunities and appropriate implementation plans.

To provide specialist procurement advice for complex strategic projects to those with Delegated Procurement Authority and other council services.

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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
<p>Researching and analysing data at sub-category level with opportunity identification to feed-in to Category Strategies. Undertaking extensive market/industry research and analysis of management information and external sources of data for market trends.</p>	<p>Qualified to SCQF Level 9, which includes a Degree or equivalent and/or qualified by experience.</p> <p>In-depth knowledge and experience of public sector procurement legislation and its application in a public sector environment.</p> <p>Procurement related qualifications, e.g., Chartered Institute of Procurement & Supply, Level 6 Professional Diploma.</p> <p>Research & Analysis Skills (including IT skills - in particular, use of Excel and/or other systems/packages for interrogation of data).</p>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	<p style="text-align: center;">✓</p>
<p>Undertaking strategic/high risk/complex procurements from identification through to contract delivery.</p>	<p>Political and commercial acumen and requirements for public sector accountability.</p> <p>Customer service skills aligned with organisational and business awareness</p>	<p style="text-align: center;">✓</p>	<p style="text-align: center;">✓</p>
<p>Being the first port of call for teams undertaking operational procurement to ensure processes and policy objectives are adhered to, promoting a continuous improvement culture. Acting as an escalation point for issues arising (internal and external).</p>	<p>Experience of collaborative working, developing, and maintaining effective relationships, resulting in credibility at senior level.</p>	<p style="text-align: center;">✓</p>	

E = Essential Criteria D = Desirable Criteria

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	<p>Experience of leading a range of concurrent, complex issues.</p> <p>Ability to manage conflicting priorities.</p> <p>Ability to communicate effectively across all levels of the organisation including the ability to articulate benefits/challenges of a strategic decision whilst communicating succinctly in a non-technical language to reach a mutually agreeable solution.</p>	<p>✓</p> <p>✓</p> <p>✓</p>	
<p>Leading on contract and supplier management for strategic/high risk/complex contracts.</p>	<p>Good stakeholder engagement skills</p> <p>Negotiation skills</p>	<p>✓</p> <p>✓</p>	
<p>Creating and monitoring a workplan for category team to ensure contract renewals are prepared for and assist the management team with resource planning requirements.</p>	<p>Organisational skills</p> <p>Experience of effective Project Management</p>	<p>✓</p>	<p>✓</p>
<p>Provision of specialist advice/research on specific projects.</p>	<p>Ability to provide a regular and effective service</p>	<p>✓</p>	
<p>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.</p> <p>Managing and reducing operational risk.</p>	<p>Experience of problem-solving skills to analyse and determine creative and practical solutions.</p>	<p>✓</p>	

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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:

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

Expected Behaviours

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.