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| **Job Description** | |
| **Post title** | **Corporate Procurement Officer** |
| **JE Reference No** | A4046 |
| **Grade** | Grade 11 |
| **Service** | Resources |
| **Service Area** | Corporate Procurement |
| **Reporting to** | The post holder will be directly accountable to the Strategic Category Manager and work flexibly as part of the Corporate Procurement function. |
| **Location** | Your normal place of work will be County Hall, but you may be required to work at any Council workplace within County Durham. |
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| **DBS** | This post is not subject to a disclosure. |
| **Flexitime** | This post is eligible for flexitime. |
| **Politically restricted** | This post is not designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

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| **Description of role** |

To provide professional procurement resource to support and advise internal and external partners and to assist in the delivery of the Council’s objectives to meet the requirements of the organisation.

To ensure that all the Council’s procurement decisions deliver:

* Council objectives by demonstrating value for money;
* Synergies with the Council’s Medium Term Financial Plan;
* The effective use of resources;
* Expenditure that is managed strategically to achieve social and community benefits;
* Continuous improvement in service delivery.

This generic and flexible role will cover a wide range of duties and responsibilities. It is required to operate flexibly and interchangeably across all areas of procurement.

The role will include working with all internal service groupings as well as developing and maintaining external relationships with key stakeholders.

The role may require temporary secondments to projects or other service areas in order to support the organisation’s objectives and will require a significant amount of flexibility to optimise the use of Corporate Procurement resources.

The role will require cross-functional engagement and leadership and also require national and regional stakeholder engagement.

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| **Duties and responsibilities** |

The generic responsibilities which will be undertaken in support of the above work include the following:

Specific lead responsibility areas will be set out and agreed with each Corporate Procurement Officer by the Chief Procurement Officer or Procurement Manager(s)

* To manage procurement projects and carry out tendering activities to establish the required contractual relationships and ensure that procurement spend is strategically managed to achieve sustainable social and community benefits and continuous improvement in service delivery.
* To provide professional procurement consultancy support and advice to service groupings, and partner organisations in their procurement activity for devolved procurement projects.
* To provide professional procurement support to the Strategic Procurement Officer(s) to develop and implement category management processes to secure quality and deliver value for money across the Council.
* To provide professional procurement support to the Strategic Procurement Officers in developing strategies that are commensurate with the requirements of the Council’s Medium Term Financial Plan.
* To manage spend categories utilising category management processes to secure quality and deliver value for money across the Council.
* To ensure that all procurement activity complies with the Councils Strategy for Procurement and its associated policies, together with the Contract Procedure Rules and the Public Contract Regulations. This will also include providing advice and guidance to service areas and partner organisations for devolved area procurement projects.
* To carry our contract management and strategic supplier relationship management activities to ensure that the optimum performance and value is achieved and the expected benefits are realised from all contractual relationships.
* To work regionally and nationally and establish collaborative strategies to obtain the maximum benefits for the organisation via collaborative procurement and best practice working and the efficient use of our available resources and to include leading tender activity.
* To develop and implement corporate policies, sustainability, procedures and internal budgetary management to meet the strategic requirements of the corporate procurement function
* To develop, implement and operate e-Procurement and e-Purchasing tools, systems and procedures to ensure that an efficient procure-to pay process is realised for the organisation.
* To develop, implement and operate a standardised contract management and strategic supplier relationship management process for the organisation.
* To develop, implement and operate a supplier evaluation process to be used as a basis for continuous improvement in supplier performance
* To line manage staff as and when appropriate to ensure delivery of operational and strategic objectives.

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

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| Person specification | | |
|  | Essential | Desirable |
| Qualifications | * Fully MCIPS Qualified via the Chartered Institute of Procurement and Supply (Professional Diploma in Procurement and Supply Level 6) * or part qualified to Diploma Level 4 or Advanced Diploma Level 5 standard with a firm commitment to achieving full MCIPS level 6 status within an mutually agreed timescale   OR   * Qualified to degree level or equivalent in an appropriate subject |  |
| Experience | * Experience of managing major procurement spend/projects. * Experience in the delivery of service improvements, cost reduction, value for money improvements. * Experience of involvement in the development of corporate procurement initiatives or systems. * Experience in the development, implementation and operation of procurement strategy, policies, systems, processes, toolkits across an organisation. * Experience in the development of e-Procurement or e-Purchasing tools, systems and procedures. * Experience of leading and managing negotiations and contracts with suppliers and supplier relationships. | * Experience of managing major procurement spend/projects in the public sector. * Experience of implementing sustainable procurement practices. |
| Skills & Knowledge | * Knowledge of the legislative framework related to public procurement. * Knowledge of the latest best practice procurement and e-procurement methodologies, processes, systems. * Good procurement, negotiation, strategic sourcing, contract management and supplier relationship management skills. * Knowledge of Project Management methodologies and Contract Law. | * Knowledge of sustainable procurement methodologies. |
| Personal Qualities | * Positive, enthusiastic and flexible approach with good interpersonal and relationship management skills. * Willingness to work on own initiative and also as part of a multi-functional team. * Strong commitment to the achievement of targets and a strong customer quality philosophy. * Access to a car or means of mobility support (if driving then must have a current valid driving licence and appropriate insurance). * May be required to work outside of normal office hours. |  |