

NORTHUMBERLAND COUNCIL

JOB DESCRIPTION

Post Title: eProcurement Support Officer	Director/Service/Sector Corporate Resources/Shared Procurement Services	Office Use
Grade: Band 3	Workplace: County Hall	JE ref:3268 HRMS ref:3068
Responsible to: eProcurement Project Lead	Manager Level:	
<p>Job Purpose: to be primarily responsible for undertaking sourcing activities (processing of Purchase Orders and Requests for Quote) in accordance with the Council's Financial and Statutory Regulations and EU Public Procurement Regulations, and tasks in support of the development and delivery of the eProcurement platform operations, under the direction and supervision of the eProcurement Project Lead.</p>		
Resources	Staff	Training of staff from other service Groups on an ad-hoc basis
	Finance	Keeping a check on the outgoing expenditure through oracle making sure the right approvals have been applied
	Physical	Handling Commercially Sensitive data
	Clients	requestors of goods and services, managers and suppliers
<p>Duties and key result areas:</p> <ol style="list-style-type: none"> To undertake sourcing activity (processing of Purchase Orders and Requests for Quote) in accordance with agreed corporate procurement processes, the Council's Financial Regulations and other statutory regulations including EU Public Procurement in a timely and accurate manner.:- To build strong working relationships with stakeholders and suppliers to ensure the Council receive quality and value for money during all procurement. To ensure the Council's Corporate Contract Register and electronic procurement systems are accurately maintained and that information is accurately recorded in a timely manner. Effectively deliver and deal with service enquiries or, where appropriate, directing service users and the public, to sources of information, that satisfy the client's needs and safeguard their interests. These undertaken in accordance with the service's established procedures and quality standards. To support eProcurement Project Leads in the delivery of projects to develop the operation of the eProcurement platforms. <p>The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.</p>		
<p>Work Arrangements</p> <p>Transport requirements: Working patterns: Working conditions:</p>		
		Full valid driving licence Flexible

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PERSON SPECIFICATION

<p>Post Title: eProcurement Support Officer</p>	<p>Director/Service/Sector Local Services/Commercial and Property Services/Commercial and Procurement Services</p>	<p>Ref:3268</p>
<p>Essential</p>	<p>Desirable</p>	<p>Assess by</p>
<p>Knowledge and Qualifications</p>		
<ul style="list-style-type: none"> • Good standard of education demonstrating excellent numeracy and literacy. 	<ul style="list-style-type: none"> • MCIPS • CIPS Foundation • A-Level standard of education • Knowledge of procurement processes (Purchasing and Quotations) 	
<p>Experience</p>		
<ul style="list-style-type: none"> • Minimum 2 Years experience of a buying role within a procurement function • Proven experience of team working • Working experience of collaborative contracts • Experience in analysing large complex data • Experience of issuing and managing quotation exercises • Working Knowledge of ERP systems or equivalent • Experience of applying internal rules and legislation • Experience of Direct interface with external suppliers 	<ul style="list-style-type: none"> • Experience of public sector procurement • An understanding of contract law • Experience of spend analysis • Experience of electronic catalogues. • Customer relations experience with both internal and external stakeholders. • Experience of representing the organisation on a regional level or similar • Managing tender exercises. 	
<p>Skills and competencies</p>		
<ul style="list-style-type: none"> • Effective communication skills both oral and written for both internal and external bodies (e.g. Suppliers / Supply Chain). • Competent in Microsoft and Google packages (e.g. excel, word, PowerPoint, sheets, slides, forms and drives) able to create and analyse complex data spreadsheets • Able to adjust and learn new skills when required. • Must be able to organise own work. • Must be able to work on own initiative Must have good decision making ability within pressure situations. • Analytical and good problem solving skills. • Must have team working skills • A commitment to the provision of high quality public services. • Must be organised and able to work within time constraints. • Able to produce basic reports from data analysis 	<ul style="list-style-type: none"> • Presentation skills using power point both preparing and delivering • Fully conversant with the pro-contract e-tendering system • Able to produce detailed reports • Worked on OJEU compliant Tenders using the Public Contracts Regulations 2015. • An understanding of Contract Law. 	
<p>Physical, mental and emotional demands</p>		
<ul style="list-style-type: none"> • Occasional unsocial hours. • Ability to work to deadlines. • Must be able to concentrate for long periods • Must be able to deal with problematic phone calls • Must be adaptable and able to embrace change 		

<ul style="list-style-type: none"> • Must be able to time manage projects over a length of time, up to 6 months. 	
<p>Other</p>	

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits