

JOB DESCRIPTION

Post Title:	Assistant Procurement Officer
Post Reference:	STDC
Duration:	Permanent
Reports to:	Procurement Manager

Job Summary

The South Tees redevelopment programme represents the largest single regeneration opportunity in the UK and a complex major capital works undertaking across a 25-year timeframe. Essential to the delivery of the programme in line with the Strategic Plan and the Master Plan, will be the management of risk and impact aspects of the programme.

The purpose of the role is to coordinate the purchase of products and whilst using experience already gained from working in a busy procurement department to progress to the duties consistent with that of Procurement Officer. Internal training and support will help the successful applicant develop further coupled with professional CIPS training.

This role represents an excellent opportunity to join only the third ever Mayoral Development Corporation in the UK.

Duties & Responsibilities

1. Support the Procurement Team with the delivery of the group procurement strategies.
2. Undertake the day to day administration requirements of the Procurement Department such as monitoring the Procurement mail box, assisting with preparation of tender documents, attendance at tender meetings with internal stakeholders and suppliers, creation of purchase orders and confirming goods/services on purchase orders.
3. Undertake the preparation of request for quotation (RFQ) documents, issue via the electronic procurement portal, monitor and respond to clarifications and undertake commercial evaluations.
4. With support from other team members provide feedback to suppliers via the electronic procurement portal (including drafting of letters, supplier scoring etc.).
5. Ensure compliance in delivering Value for Money through procurement processes and ensure understanding of the Groups Procurement Strategy.
6. Work closely with other team members using a 'buddy-up' approach in order to attend supplier engagement sessions, support evaluation meetings and keep appropriate records of these.
7. Work closely with others in the procurement department and review opportunities for continuous improvement

8. Work to understand and to ensure compliance with relevant legislation i.e. procurement legislation, data protection and freedom of information and contractor approvals.
9. Undertake such CIPS training deemed necessary to meet the duties and responsibilities of the post.
10. Work with the team to gain an understanding of Governance procedures, procurement regulations and the General Data Protection Regulations.
11. Work flexibly and undertake such other duties and responsibilities commensurate with the grading and nature of the post.
12. Take reasonable care of your own health & safety and co-operate with management, so far as is necessary, to enable compliance with the authority's health and safety rules and legislative requirements.