

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Procurement Officer
<b>POST NUMBER:</b>	XX
<b>SERVICE AREA:</b>	Governance
<b>RESPONSIBLE TO:</b>	Procurement Manager

### **MAIN PURPOSE OF POST:**

To assist the Procurement Manager in ensuring the compliant delivery of the Council's procurement agenda and contributing to the commercial elements of the Business Transformation programme.

### **DUTIES AND RESPONSIBILITIES:**

1. To assist the Procurement Manager in the delivery of advice to service areas and ensure compliancy with EU procurement regulations and CBC Contract Rules.
2. To assist in the execution of OJEU tender exercises and where appropriate lead and manage sub OJEU tenders through all stages of the process ensuring transparency and clear audit trails.
3. Research new procurement routes and market sector developments to inform new and relevant ways of working and make recommendations on findings.
4. Build and maintain a depository of contacts and information relating to procurement routes and procurement hubs and to co-ordinate access arrangements.
5. Draft procurement documents including the development and improvement of corporate templates.
6. Develop and keep updated the on line procurement toolbox.
7. Maintain good communications with Construction Line to aid efficient use of the procurement route, particularly relating to supplier Health and Safety issues.
8. Educate internal users of Construction Line to use the system effectively.
9. To maintain regular and relevant communications with stakeholders and suppliers to ensure efficient delivery of procurement exercises.
10. To record and store procurement progress documents for audit trails and maintain the good housekeeping of the procurement shared drive.
11. To assess the mandatory tender information from bids, input the evaluation data and co-ordinate the communication of outcomes.

12. Respond to requests for supplier feedback and co-ordinate written responses, liaising with service areas where necessary for further details.
13. Continuous development and upkeep of the procurement systems which underpin the quality and delivery of CBC's procurement function.
14. Liaise with Legal department to ensure all contractual matters are checked and resolved to minimise challenges to CBC.

**SPECIAL FEATURES OF THE POST:**

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## **PERSON SPECIFICATION**

**JOB TITLE:** Procurement Officer

**SERVICE AREA:** Governance

### **SKILLS/KNOWLEDGE/ABILITIES**

#### **ESSENTIAL**

1. A thorough knowledge of procurement in the public sector in central or local government.
2. A thorough knowledge of EU Public Procurement Regulations and the ability to apply to a range of requirements.
3. Excellent communication skills, particularly drafting written communications.
4. Strong research, analytical and problem solving skills.
5. Strong project management skills.
6. The ability to use a range of IT packages including word, excel and power point.
7. The ability to evaluate complex tender data including financial information and present findings and make recommendations.
8. The ability to manage own workload and prioritise on a daily basis.
9. The ability to work on own initiative with an awareness of when to seek advice and guidance.
10. To recognise the elements of risk and to escalate appropriately and efficiently.
11. Forward thinking and a willingness to progress and develop ideas to work smarter and more efficiently to deliver business objectives.

#### **DESIRABLE**

1. Knowledge of contract law.
2. Knowledge of contract management.

### **EXPERIENCE**

#### **ESSENTIAL**

1. At least 3 years experience of working in the public sector in a customer focused role.

2. Managing sub OJEU tenders through all stages of the procurement process and in assisting on more complex OJEU tenders for the successful outcomes for customers.
3. Advising and communicating with stakeholders and suppliers, complex tender and compliancy issues.
4. Researching procurement routes and options and recommending effective solutions.
5. Data inputting, evaluation and intelligent analysis of findings, making compelling recommendations to stakeholders.
6. Experience of working in a fast paced environment with changing priorities and managing a challenging workload.
7. Experience of embracing innovation and researching and developing new ways of working.
8. Extensive IT experience across a range of applications.

#### **DESIRABLE**

1. Experience of Category Management principles.
2. Experience of external collaborative working.

#### **QUALIFICATIONS/TRAINING**

##### **ESSENTIAL**

1. CIPS or a commitment to pursue this qualification within 3 months of commencing the position.
2. Evidence of appropriate continuous professional development.

##### **DESIRABLE**

1. Attendance at training for the New EU Public Procurement Directives (2014).