

Northumberland Council

JOB DESCRIPTION

Post Title: Procurement Officer	Director/Service/Sector Corporate Commissioning and Procurement		Office Use JE ref: 2936 HRMS ref:
Grade: 6	Workplace: Morpeth		
Responsible to: Strategic Category Manager	Date: April 2024	Manager Level:	
Job Purpose: This is a progression role within the Procurement Service. The purpose of the job role is to aid transition from traditional, transactional, low value, low risk procurement job role to a procurement specialist role enabling the provision of specialist procurement and commercial advice/delivery on high value/higher risk, above threshold procurement activity on behalf of the stakeholder organisations.			
Resources	Staff	No line direct line management responsibilities.	
	Finance	Influence on external 3 rd party spend across the stakeholder organisations within allocated area of spend (circ £10M)	
	Physical	Maintains corporate databases that are commercially sensitive across multiple organisations	
	Clients	Regular contact with Operational Managers, and clients across the stakeholder organisations. Occasional contact with Senior Managers	

Duties and key result areas:

1. Undertake supported focused spend analysis within an allocated spend areas to identify procurement and commercial opportunities across stakeholder organisations to ensure consistent contribution to the Procurement and Commercial work programme.
2. Lead a number of low value/low risk procurement projects, including planning and developing procurement/commercial options as required by the stakeholder organisations and ensure timescales and outcomes are delivered.
3. Undertake appropriate above threshold/high risk procurement projects with support, including planning and developing procurement/commercial options as required by the stakeholder organisations and ensure timescales and outcomes are delivered.
4. Manage a multiple number of these procurement projects at the same time, each lasting several months and involving the interpretation of complex and varied sources of quantitative and qualitative information.
5. Provide support for a range of key supplier/provider reviews, appropriate to allocated spend portfolio with stakeholder contract managers.
6. Support spend review groups within allocated spend areas (across stakeholder organisations where possible) to support the identification of procurement and commercial opportunities for cost reduction or income generation.
7. Support the Commissioner in the collection of market intelligence and benchmarking as appropriate.
8. Requirement to work in an integrated management style across multiple organisations with often different customs and practices and will be required to foster close and effective working relationships with other managers across these organisations.
9. To provide consistent, legally compliant standard procurement and commercial advice and guidance to the operational managers and clients in the Stakeholder organisations to assist decision making. This will require taking into account the policies of all stakeholders, as well as European guidelines for public procurement.
10. To mentor Procurement Officers on relevant projects at the request of the Procurement Business Partners
11. Participate in relevant internal and external working groups/ projects, services and initiatives to provide project information and specialist procurement and commercial advice/expertise to the different Service stakeholders.
12. Ensure all procurement documentation is completed and approved within the required timescales and to the required standard.
13. Works with the Purchasing Teams to ensure orders are created appropriately for contracts created and catalogues are routinely checked for accuracy.
14. Support the production of key performance indicators in allocated area of spend and responsibility.
15. To work on their own initiative as required, taking direction from the Senior Procurement Specialist 16. To deputise for Procurement Specialists as required

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time.

Expenditure/Portfolios of spend areas assigned may change as the Procurement work programme will be driven by stakeholder demand for procurement activity
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.

Work Arrangements

Transport requirements:

Working patterns:

Working conditions:

Frequent car use across the region – full valid driving licence and access to a car is required.
Regional and National travel on occasions
Flexible and occasional out of hours work required.
A primary sedentary office-based position with little exposure to unpleasant or disagreeable working conditions

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PERSON SPECIFICATION

Post Title: Procurement Officer		Director/Service/Sector Corporate Commissioning and Procurement	Ref: 2936
Essential	Desirable		Assess by
Knowledge and Qualifications			
<ul style="list-style-type: none">• Good level of education• Relevant theoretical and practical/procedural knowledge of the procurement service• Detailed working knowledge and understanding of relevant public sector procurement legislations, regulations and professional best practice.• Knowledge and understanding of current public sector procurement issues and challenges across a range of organisation type i.e. NHS and Local Government	<ul style="list-style-type: none">• Relevant professional qualification (CIPS)• Evidence of recent continuing professional development• Project Management		
Experience			
<ul style="list-style-type: none">• Experience in procurement and within a team which has a focus on cost improvement programmes/income generation.• Experience of managing procurement projects of varying degrees of complexity to a successful outcome• Experience of working in challenging complex environments	<ul style="list-style-type: none">• Experience of working in a shared service environment and/or providing services to other organisations• Experience of working with complex stakeholder needs		
Skills and competencies			
<ul style="list-style-type: none">• Understanding of commercial cost improvement initiatives with a strong understanding of the constraints of the public sector.• Good written and verbal communication skills with the ability to adapt to the audience.• Excellent analytical and problem-solving skills to support decision making.• Strong planning skills, using available information sources, and with the ability to understand and work to tight and sometimes conflicting deadlines.			
Physical, mental and emotional demands			

<ul style="list-style-type: none"> • Occasional unsocial hours and travel requirements • Some length periods of enhanced concentration • Ability to prioritise and regularly meet challenging and often conflicting deadlines • Ability to deal with problematic phone calls from suppliers and clients • Work under pressure within a consistently changing environment 		
Other		
<p>The ability, personality and conduct which demonstrates credibility, and trust that engages confidence to colleagues, the Service Stakeholders and external partners</p> <p>Ability to calm, empathise and negotiate with colleagues, staff and external suppliers/providers to the stakeholder organisations</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