

## Job Description

# Procurement Officer

Reference: F092

Date: June 2025

<b>Job Family:</b>	Finance / Commissioning and Procurement
<b>Level:</b>	2
<b>Band:</b>	6
<b>Career Track:</b>	Technical, Professional & Supervisory

## Job Purpose

Provide professional support through the development, maintenance, and use of the Council's Energy Management Software to deliver accurate, validated information. Present data-driven insights to inform budgets, business cases, stakeholder engagement, and statutory reporting, supporting effective energy management and decision-making.

## Service Purpose

The Corporate Commissioning and Procurement Service ensures that all Council procurement of goods, services and works is subject to the national legal framework and has a key role in ensuring that Council non pay expenditure achieves value for money and the best social outcomes for its residents. The Service promotes a Council-wide Strategic Commissioning Framework which is underpinned by a Category Management approach. The Service also oversees the Council's Contract Management Policy and associated Framework to ensure that cost reductions remain locked in during the lifetime of contracts, and that suppliers deliver ongoing value.

## Duties and Responsibilities

### Contract and Supplier Management

- Manage relationships with utility and framework providers, ensuring contract compliance, performance benchmarking, and value for money.
- Advise procurement teams during energy contract retendering and contribute to planning and monitoring of service objectives.

### Invoice Validation and Billing Oversight

- Validate utility invoices against contract terms and resolve billing errors with suppliers.
- Reissue invoices to shared-meter users where required.

### Financial Monitoring and Reporting

- Manage suspense accounts and chase debts.
- Support income and savings planning and contribute to budget setting using energy data insights.

**Energy Management Systems Administration**

- Maintain and develop the Council's approved energy management system to ensure accurate data for reporting and forecasting.

**Reporting and Data Analysis**

- Produce and interpret management reports for stakeholders, using energy data to inform proposals and strategic decisions.

**Training and Mentoring**

- Deliver training and guidance to team members and external users on energy systems, budget management, and savings opportunities.

**Project Support and SLA Development**

- Support financial and project management activities, including developing and promoting school SLAs and managing income generation.

**Metering Coordination**

- Assist departments with the installation, upgrade, and removal of utility meters across the estate.

**Stakeholder Engagement and Escalation**

- Act as a point of contact for complex enquiries and complaints, maintaining strong relationships with internal and external stakeholders.

**Committee and Meeting Participation**

- Represent the Energy Contracts Manager at meetings, working groups, and committees as required.

**Service Planning and Partnership Working**

- Contribute to service plan delivery and foster effective partnerships to support high-quality service outcomes.

## Person Specification

**Qualifications**

- Level 6 qualification or above or equivalent senior professional experience.
- Demonstrates ongoing development in specialist or emerging areas relevant to the service or role.

**Knowledge, Experience and Skills**

- Understanding of relevant legislation, regulations, best practice, and climate change commitments at local, national, and European levels.
- Awareness of energy markets, renewable and energy-reducing technologies, and their impact on Council operations.
- Commercial awareness and understanding of the relationship between cost, quality, customer care, and performance.
- Recent experience in a relevant service context, with a breadth of work applying professional methods, tools, and techniques.

- Experience drafting reports, contributing to strategies, and managing projects and programmes successfully.
- Skilled in maintaining and operating project and performance management systems and analysing outputs to inform decisions.
- Excellent ICT skills, including the use of Microsoft Office and energy management software to support work objectives.
- Strong analytical, reasoning, and planning skills.

## Core Competency Requirements

- **Communication:** Tailors communication to audience and context. Uses listening and questioning techniques to clarify complex issues and support team understanding.
- **Collaboration:** Coordinates with colleagues and partners to deliver shared goals and improve service outcomes.
- **Service Delivery:** Identifies and resolves service issues, improves processes, and ensures policy alignment. Promotes efficiency and avoids waste through practical improvements.
- **Decision-Making:** Uses evidence and judgement to resolve issues and improve delivery.
- **Digital and Data Literacy:** Interprets data to improve services. Applies knowledge of digital risks and ethical data use. Uses basic analytical techniques to support decision making.
- **Adaptability:** Adjusts approach responsively to evolving needs and priorities. Identifies opportunities for continuous improvement and supports others through change.
- **Problem-Solving:** Analyses problems and applies knowledge to develop practical solutions and suggest improvements.
- **Community and Customer Focus:** Engages with service users and customers to improve delivery, ensure accessibility, and reflect diverse needs.
- **Leadership:** Supervises day-to-day activity and supports team development. Coordinates tasks and resources to meet the needs of the service.

## Strengths

- **Analytical:** You seek and analyse information to inform your decisions, based on the best available evidence.
- **Explainer:** You communicate thoughts and ideas, verbally or in writing. You simplify complexities and adapt communication so others can understand.
- **Problem solver:** You take a positive approach to tackling problems. You find ways to identify suitable solutions.
- **Responsible:** You take ownership for your decisions. You hold yourself accountable for what you have promised.
- **Inclusive:** You recognise everyone as an individual. You accept people for who they are and treat everyone fairly. You actively encourage and provide opportunities for others to share ideas and contributions.

## Desirable

- Evidence of recent and relevant management training.
- Relevant management degree or post-graduate diploma e.g., MBA, DMS.

- Understands the diverse functions of a large complex public sector organisation and the professional issues.
- Experience of integrating and developing an Energy System and providing information based on systems information.
- Experience of managing subcontractors and working with diverse supply bases.