

Job Description

Procurement Officer

Reference: F052

Date: June 2025

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

Job Purpose

This progression role within the Procurement Service supports the transition from traditional transactional procurement to a specialist function. It enables the delivery of expert procurement and commercial advice for high-value, higher-risk, and above-threshold procurement activities across stakeholder organisations.

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

Spend Analysis and Opportunity Identification

- Conduct targeted spend analysis within allocated areas to identify procurement and commercial opportunities across stakeholder organisations.
- Facilitate cross-organisational spend review groups to identify opportunities for cost reduction and income generation.

Procurement Project Management

- Manage low-value and low-risk procurement projects independently and support above-threshold or high-risk projects to ensure timely delivery aligned with stakeholder needs.
- Manage multiple procurement projects simultaneously, interpreting complex quantitative and qualitative data to inform decisions.

Supplier and Market Engagement

- Assist with supplier and provider reviews and work with stakeholder contract managers to optimise performance within allocated spend portfolios.
- Collect and analyse market intelligence and benchmark data to inform procurement strategies, working with Commissioners.

Advice, Mentoring and Collaboration

- Provide consistent, legally compliant procurement and commercial guidance to operational managers, aligned with stakeholder policies and public procurement regulations.
- Mentor Procurement Officers on relevant projects and participate in internal and external working groups to share expertise and project insights.

Operational Support and Compliance

- Complete and approve procurement documentation to required standards and timescales, ensuring compliance with organisational and legal requirements.
- Work with Purchasing Teams to ensure accurate contract-related ordering and catalogue maintenance.
- Contribute to KPI reporting within allocated spend areas.

Person Specification

Professional and Technical Requirements

Qualifications

- Level 3 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

- Detailed working knowledge of public sector procurement legislation, regulations, and professional standards.
- Understanding of current procurement issues and challenges across various organisation types, including NHS and Local Government.
- Experience working in procurement teams focused on cost improvement and income generation, with a track record of managing projects of varying complexity.
- Demonstrated ability to work effectively in challenging and complex environments.
- Understanding of commercial cost improvement initiatives and the constraints of the public sector.
- Strong planning skills, able to use available information sources and manage tight or conflicting deadlines.
- Capable of presenting complex, sensitive, or contentious information to project teams to support decision-making.

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

- **Problem Solver:** You take a positive approach to tackling problems. You find ways to identify suitable solutions.
- **Organiser:** You make plans and are well prepared. You seek to maximise time and productivity.
- **Explainer:** You communicate thoughts and ideas, verbally or in writing. You simplify complexities and adapt communication so others can understand.
- **Team Player:** You work well as part of a team and strive to ensure the team pulls together and is effective.
- **Precise:** You concentrate on detail and make sure everything is accurate and error free.

Desirable

- Relevant professional qualification (CIPS).
- Experience of working in a shared service environment and/or providing services to other organisations.