

## Northumberland Council

**JOB DESCRIPTION**

<b>Post Title:</b> Trainee Procurement Officer	<b>Director/Service/Sector</b> Procurement Service		<b>Office Use</b>
<b>Grade:</b> 4	<b>Workplace:</b> Morpeth		JE ref: 3790 HRMS ref:
<b>Responsible to:</b> Senior Procurement Specialist	<b>Date:</b> December 2020	<b>Manager Level:</b>	
<b>Job Purpose:</b> This is a development role within the Procurement Service. The purpose of the job role is to provide a development pathway from low value, low risk procurement tasks to a procurement officer role which will provide sustainable development of procurement expertise and procurement activity on behalf of the stakeholder organisations			
<b>Resources</b>	Staff	No line direct line management responsibilities.	
	Finance	Influence on external 3 <sup>rd</sup> party spend across the stakeholder organisations	
	Physical	Maintains corporate databases that are commercially sensitive across multiple organisations	
	Clients	Regular contact with Operational Managers across the stakeholder organisations. Occasional contact with Senior Managers	
<b>Duties and key result areas:</b>			
<ol style="list-style-type: none"> <li>1. Undertake appropriate low value/low risk procurement projects, as directed to ensure timescales and outcomes are delivered.</li> <li>2. Manage a number of procurement projects at the same time, ensuring records are maintained and report any issues as they arise to line manager.</li> <li>3. Provide support for a range of key supplier/provider reviews as required by line manager.</li> <li>4. Provide spend information to support the identification of procurement and commercial opportunities for cost reduction or income generation.</li> <li>5. Gain knowledge to support the Commissioner in the collection of market intelligence and benchmarking as appropriate.</li> <li>6. With guidance, gain knowledge 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.</li> <li>7. With support gain knowledge and 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.</li> <li>8. Prepare procurement documentation for review and approval by line manager within the required timescales and to the required standard.</li> <li>9. With support and guidance work with the Sourcing Team to ensure orders are created appropriately for contracts created and catalogues are routinely checked for accuracy.</li> <li>10. Enter data into spreadsheets, databases and other electronic information systems, extract and distribute information as directed ensuring accuracy and confidentiality.</li> <li>11. Become proficient in the use of ProContract and associated programmes.</li> <li>12. Gain knowledge and work towards using their own initiative as required, taking direction from the line manager.</li> <li>13. Support the production of key performance indicators in allocated area of spend and responsibility.</li> <li>14. 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.</li> </ol> <p>The duties and responsibilities highlighted in this Job Description are indicative and may vary over time.</p> <p>Expenditure/Portfolios of spend areas assigned may change as the Procurement work programme will be driven by stakeholder demand for procurement activity</p>			
<b>Work Arrangements</b>			
Transport requirements: Working patterns:		Frequent car use across the region – full valid driving license and access to a car is required. Flexible and occasional out of hours work required	

Working conditions:

A primary sedentary office-based position with little exposure to unpleasant or disagreeable working conditions

Northumberland Council  
**PERSON SPECIFICATION**

<b>Post Title:</b> Trainee Procurement Officer	<b>Director/Service/Sector</b> Shared Procurement Services	Ref: 3790
<b>Essential</b>	<b>Desirable</b>	<b>Assess by</b>
<b>Knowledge and Qualifications</b>		
<ul style="list-style-type: none"> <li>• Good general education demonstrating numeracy and literacy.</li> <li>• NVQ Level 3 or equivalent in a business-related discipline. Relevant theoretical and practical/procedural knowledge of the procurement service</li> <li>• Knowledge and understanding of current public sector procurement issues and challenges across a range of organisation type i.e., NHS and Local Government</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of recent continuing professional development</li> </ul>	
<b>Experience</b>		
<ul style="list-style-type: none"> <li>• Considerable experience in procurement and within a team which has a focus on cost improvement programmes/income generation.</li> <li>• Experience of working in challenging complex environment</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a shared service environment and/or providing services to other organisations</li> <li>• Experience of working with complex stakeholder needs</li> </ul>	
<b>Skills and competencies</b>		
<ul style="list-style-type: none"> <li>• Good written and verbal communication skills with the ability to adapt to a range of audiences.</li> <li>• Good problem-solving skills to support decision making over the medium term.</li> <li>• Ability to understand and work to tight and sometimes conflicting deadlines.</li> <li>• Ability to organise self and work and to follow instructions and procedures without constant supervision.</li> <li>• Ability to form appropriate relationships quickly.</li> <li>• Skilled in using office applications on a personal computer.</li> <li>• Ability to organise own workload</li> </ul>		
<b>Physical, mental and emotional demands</b>		
<ul style="list-style-type: none"> <li>• Occasional unsocial hours and travel requirements</li> <li>• Regular periods of concentrated mental attention with pressure from deadlines, interruptions and conflicting demands.</li> <li>• Ability to prioritise and regularly meet challenging and often conflicting deadlines</li> <li>• Ability to deal with problematic phone calls from suppliers and clients, causing some exposure to difficult situations which may result in some emotional demands.</li> </ul>		
<b>Other</b>		
The ability, personality and conduct which demonstrates credibility, and trust that engages confidence to colleagues, the Shared Service Stakeholders and external partners		

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.