

Job Description

Procurement Specialist

Reference: F044

Date: June 2025

Job Family:	Finance / Commissioning and Procurement
Level:	2
Band:	8
Career Track:	Technical, Professional & Supervisory

Job Purpose

To provide expert procurement and commercial advice across multiple stakeholders, and lead procurement activities that support cost reduction initiatives and deliver value across the organisation.

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

Stakeholder and Relationship Management

- Build and maintain productive, influenceable relationships with clients across allocated spend areas to ensure business needs and expectations are met.
- Represent the Procurement Service at project groups, internal and external meetings, and act as lead representative in regional or national procurement forums.

Spend Analysis and Opportunity Identification

- Conduct focused spend analysis to identify procurement and commercial opportunities that contribute to the Procurement and Commercial work programme.
- Facilitate cross-organisational spend review groups to identify cost reduction or income generation opportunities and deliver measurable savings.

Procurement Project Management

- Plan and deliver multiple procurement projects simultaneously, managing complex data and high-risk outcomes within tight deadlines.
- Deputise for the Senior Procurement Specialist when required and work independently under their direction.

Supplier and Contract Management

- Support supplier and contract reviews in collaboration with contract managers to ensure performance aligns with organisational goals.
- Assist the Senior Procurement Specialist in negotiating contract terms, pricing, and performance mechanisms in complex and sensitive environments.

Market Intelligence and Commercial Insight

- Gather market intelligence and benchmark data to inform procurement strategies and commercial decisions.

Procurement Advice and Mentoring

- Provide consistent, legally compliant procurement and commercial guidance to senior and operational managers, aligned with internal policies and public procurement regulations.
- Mentor Procurement Officers on relevant projects and support collaborative working across integrated teams.

Documentation, Compliance and Reporting

- Complete and maintain procurement documentation and key performance indicators to required standards and timescales.

Person Specification

Professional and Technical Requirements

Qualifications

- Level 6 qualification or equivalent.
- Relevant professional qualification in CIPS or equivalent.

Knowledge, Experience and Skills

- Detailed specialist understanding of public sector procurement legislation, regulations, and best practice, including current issues and challenges across various organisation types.
- Minimum 5 years of procurement experience, including at least 3 years in a specialist role, with a proven track record of successful delivery in procurement and commercial programmes.
- Experience managing multiple projects of varying complexity to successful outcomes, often within challenging and complex environments.
- Demonstrated success in delivering cost reduction and income generation initiatives, with a strong understanding of public sector constraints.
- Strong planning skills, able to use available information sources and manage conflicting deadlines effectively.
- Able to lead discussions, influence outcomes, and collaborate with project teams and stakeholders to support planning, development, and delivery.

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.
- **Influencer:** You influence others, you articulate the rationale to gain their agreement.
- **Team Player:** You work well as part of a team and strive to ensure the team pulls together and is effective.

Desirable

- Relevant Management Degree.
- Evidence of recent continuing professional development (CPD).
- Experience of working in a multiple stakeholder environment and/or providing services to other organisations.
- Experience of leading or supporting change management within the procurement field.