

**Job Description**

**Senior Procurement Officer**

Grade: Level 12 (£40,478 to £41,495) – full time, 36.25 hours per week

**Responsible To: Responsible For:**

Legal Services Team Leader Procurement Officer

**About the job:**

Sitting within the Councils’ Legal Services you will act as Team Leader for the councils’ Procurement Team. You will be expected to develop and promote excellence in procurement activities across both councils and provide professional advice, guidance and assistance on all procurement related mattes across both councils.

**Role:**

1. (Working with the Legal Services Team Leader) having responsibility for the efficient and effective management and delivery of the procurement service.
2. Being pro-active in identifying procurement opportunities available to the councils.
3. Helping to ensure achievement of each council’s corporate procurement objectives including the delivery of social value.
4. Establishing best practice and innovative procurement practices and systems within each council.
5. Being the main source of advice and the key corporate contact on all procurement matters.
6. (Working with the Legal Services Team Leader) ensuring that procurement is carried out in accordance with the legal requirements, financial regulations, standing orders, protocols and procedures of each Council.
7. Developing, maintaining, managing and operating systems to ensure the effective monitoring and reporting of each Council’s procurement activity.
8. Ensuring the achievement of professional standards in providing procurement services.
9. (Working with the Legal Services Team Leader) Providing relevant and timely advice and guidance to members, corporate management, service directors, heads of service and budget holders.

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| **Responsibilities:**  **Team:**   * You will work with your colleagues to prioritise team objectives over individual objectives. * You will support and respect your colleagues at all times**.** * You will work together to share knowledge and experiences to improve your service. * You will participate in development activities as required.   **Corporate:**   * You will carry out your duties and responsibilities in line with the Health & Safety Policy and associated legislation. * You will actively engage with customer care, value for money and performance management. * Your duties will be carried out in line with our equality scheme. * You will be compliant at all times with GDPR and data protection legislation. * You will constructively participate in communication and promotional activities.   **Organisational:**   * You will be prepared to take on responsibilities and projects that may be outside of your normal work area but are relevant to your role. * You will support an inclusive culture which provides opportunities for everyone to participate and progress. * You will support effective relationships across all Directorates, with stakeholders and external partners to ensure the Council’s priorities and objectives are met. * You will positively promote and represent the Council at all times. |



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| **What the successful candidate will have:**   |  | | --- | | **Qualifications**   * Degree or formal management qualification is desirable * CIPS Diploma | | **Experience**   * Minimum of three years relevant experience * Management experience * Experience of working in the procurement field ideally within a local authority * Experience of joint procurement initiatives and collaboration * Experience of contract preparation and management in the public sector * Experience of e-procurement * Experience of implementing change in a procurement environment * Experience and knowledge of social value in the procurement process * Experience of the whole procure to pay process * Experience of using a project management methodology is desirable * Experience of advising senior officers and members   **Knowledge**   * An understanding of the political environment and how local councils function. * In depth knowledge of the legislative procurement framework in which local government operates | | **Skills & Abilities**   * Excellent communication skills both in writing and verbally. * An ability to manage staff including help develop junior staff * An ability to manage a heavy workload. * Ability to take the initiative and be pro active * Excellent IT skills. * An ability to build relationships with people at all levels in the organisations and provide challenge where necessary to support the delivery of priorities at each organisation. * The ability to take complex information and present it in an easy to understand way.   **You will play a key part in our organisational culture:**  **A LEARNING FORWARD THINKING ORGANISATION** – Plans and prioritises effectively deciding what to do and what not to do, if unsure ask  **RESPECT AND INTEGRITY** – Is visible, approachable, open and honest with colleagues.  **PRIDE** – Creates an upbeat, positive culture among colleagues.  **TWO COUNCILS, ONE SHARED SERVICE**  – Builds effective relationships outside their immediate team, with win-win relationships for all | |
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**You will play a key part in our organisational culture:**

**FORWARD THINKING** – Looks ahead to the consequences of decisions and actions

**RESPECT** – Considers impact of all actions on the customer

**PROFESSIONAL** – Demonstrates high standards of professional behaviour and integrity

**PRIDE** – Creates a positive and upbeat culture amongst colleagues

**ONE TEAM, ONE COUNCIL** – Takes initiative to seek out and communicate information relevant to own and team role