

**Job Description**

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| **Department** | **Chief Executives** |
| **Job Title** | **SENIOR PROCUREMENT OFFICER** |
| **Grade** | **G** |
| **Primary Purpose of Job** | **To assist the Procurement Manager in ensuring best practice is followed throughout the Council in the letting of contracts and the ordering and procuring of goods and services to help deliver best value.** |
| **Reporting To** | **Procurement Manager** |
| **Direct Staffing Reports** | **Procurement Officer(s)** |

**Main Duties**

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| 1 | To assist in the development and implementation of a comprehensive Procurement Strategy that meets best practice and delivers Best Value. |
| 2 | Identify scope for aggregation of spend thereby maximising the Council’s purchasing power. |
| 3 | To assist in managing, supporting, coaching and developing team members and be responsible for their ongoing development and implementing training programmes. |
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| 5 | To assist in managing, supporting, coaching and developing team members and be responsible for their ongoing development and implementing training programmes. |
| 6 | To assist in managing workflow, monitor performance and review service standards against targets specified. |
| 7 | To assist with the Programme of contract renewals as per timetable and/or as required, including specifying, tender, evaluation and award of contracts. |
| 8 | To conduct feasibility studies as part of the process of developing and maintaining new contract areas. |
| 9 | To maintain effective business relationships with suppliers and contractors. and external networks to make the best use of shared knowledge and procurement advances |
| 10 | To develop close communication with clients and customers for the provision of efficient purchasing support services. |
| 11 | To act with the greatest integrity and in compliance with the Council's Code of Conduct for Officers, Standing Orders and Financial Regulations.  |
| 12 | To analyse statistics and to monitor and report on purchasing performance |
| 13 | To attend team meetings, departmental meetings and cross departmental meetings with colleagues as appropriate. |
| 14 | To deputise for the Procurement Manager for specified periods of time e.g. annual leave, short term sickness etc as appropriate |
| 15 | To ensure safe working practices within the immediate work area in conjunction with the Departmental Health and Safety Policy. |
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**Person Specification**

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| **Department** | **Chief Executives** |
| **Job Title** | **senior Procurement officer** |
| **Stage One** | Candidates who are care leavers, have a disability, are ex-armed forces or are a carer (see [Carers-Charter-FINAL.pdf (gmhsc.org.uk)](https://www.gmhsc.org.uk/wp-content/uploads/2018/04/Carers-Charter-FINAL.pdf) are guaranteed an interview if they meet the essential criteria for the role  |
| **The Minimum Essential Requirements for the above Post are as Follows:** | **Method of Assessment** |
| **1.** | **Skills and Knowledge** |
| 1. | Is able to prioritise and plan workload and to delegate appropriately, in order to meet deadlines and targets. | Application Form/Interview |
| 2. | Is able to deal with difficult issues and have a flexible style that responds to individual situations. | Application Form/interview |
| 3. | Able to foster team working by drawing on a range of management techniques to develop, motivate and empower the team. | Application Form/Interview |
| 4. | Be able to analyse, interpret and present statistical management information and make recommendations based on your analysis. | Application Form/Interview |
| 5. | Ability to collate, analyse and present a range of information, using relevant reporting tools. | Application Form/Interview |
| 6. | Demonstrate an up-to-date detailed working knowledge of Procurement and regulations within the public sector | Application Form/Interview |
| 7. | Able to build relationships, develop confidence and trust and persuade others in order to gain commitment and a smooth service delivery. | Application Form/Interview |
| 8. | Able to listen, interpret and have a flexible style to deliver messages clearly and concisely, maximising information technology to aid communication. | Application Form/Interview |
| 9. | Able to provide comprehensive advice on procurement issues to all levels of the organisation. | Application Form/Interview |
|  | **Competencies** – Please note the council’s corporate competencies, which are essential for all roles, are below in the Core Competencies section  | Interview |
| **2. Experience/Qualifications/Training etc** |
| 1. | Two years procurement experience, in a large complex organisation. | Application Form/Interview |
| 2. | Relevant Qualification or Commitment to Study  | Application Form/Interview |
| 3. | Evidence of Continuous Professional Development.  | Application Form |
| 4. | Experience of working with the Microsoft Office suite. | Application Form/Interview |
| **3. Work Related Circumstances** |
| 1. | All posts require the job holder to undertake mandatory training for the role and to regularly review their developmental needs in conjunction with their line manager. Development of our employees plays a key role in delivering our services | Interview |
| 2. | The Council has a framework of Values & Behaviours that guide our behaviour and decision making to help achieve our vision. All employees are expected to be mindful of these when undertaking their work. | Interview |
| **STAGE TWO** | Will only be used in the event of a large number of applicants meeting the minimum essential requirements |
| **Additional Requirements** | **Method of Assessment** |
| **1. Skills and Knowledge** |
| 1. | Knowledge of Procurement Cards. | Application Form/Interview |
| 2. | Knowledge and use of Oracle purchasing systems. | Application Form/Interview |
| 3. | Experience of working in a multi-disciplinary environment. | Application Form/Interview |
| **2. Experience/Qualifications/Training etc** |
| 1. | Experience of working with e-tendering software, The Chest. | Application Form/Interview |
| 2. | Experience of working in Adults, Childrens and Public Health procurement projects | Application Form/Interview |

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| **Date Person Specification prepared/updated**  | **May 2022**  |
| **Person Specification prepared by** | **Gaynor Wright** |

**These core competencies are considered essential for all roles within Bolton Council. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period.**

**Developing Self & Others**

Promote a learning environment to embed a learning culture.  Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development. Support and promote the principles of Investors in People.

**Civil Contingencies**

Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council’s Emergency Management Plan is activated, you may be required to assist in maintaining key Council services and supporting the community.  This could require working outside of routine working hours and working from places other than your normal place of work.

**Equality & Diversity**

Uphold the principles of fairness and the Equality Act in all undertakings as a Bolton Council employee, including providing a fair, accessible service irrespective of customer’s race, religion, gender, sexuality, disability or age.

**Customer Care**

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring & professional image.

**Health & Safety**

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

**Data Protection and Confidentiality**

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow Council policies and procedures on dealing with personal information and information assets, including The Code of Conduct, Data Protection, Acceptable Use and Information Security policies. Personal or confidential data should only be accessed or used for council purposes.

**Fluency Duty**

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required byThe Immigration Act 2016.

**Working Hours**

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

**Safeguarding**

This Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure & Barring Service.

**The values of an organisation are those key principles by which people are expected to work to day to day. They’re our culture and help define what is expected of each and every one of us**.





