

Procurement Officer

Role Profile

Service: Transformation and Resources
Band: Band 7
Reporting to: Category Manager
Responsible for: N/A



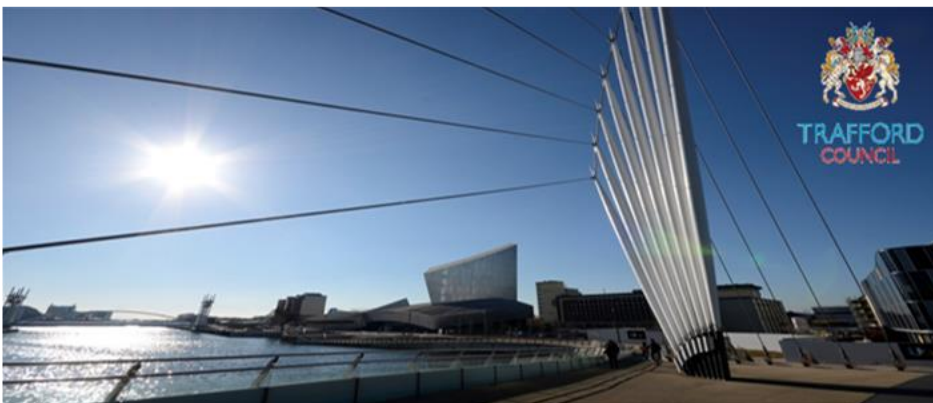
About Us

Trafford is a great place to live, work, learn and visit. From its leafy suburbs, to its more urban areas, the borough takes pride in its strong, diverse communities, its cultural and sporting heritage and its position at the heart of the region's economic powerhouse.

Trafford Council and its partners in the public, private and third sectors have a Vision which sees us working together to close inequality gaps and maximise Trafford's huge potential.

Our vision: Trafford – where all our residents, businesses and communities prosper

At the heart of our vision is a common cause – we want to make Trafford a better borough. We want to make it a place where everyone has a chance to succeed and where everybody has a voice. Through our new vision, we are making a commitment to work together across different services and agencies to make the best use of our resources.



Our Culture

Trafford Council employs around 2300 non-school members of staff and as one of the biggest employers in the borough, we work hard to make Trafford Council an employer of choice. We care what you think and believe you are more than just a job role. We have a great benefits' package and a real focus on your health and wellbeing, as well as, extensive learning, succession and development opportunities.

For us, it's not just about *what* we achieve as an organisation, but *how* we do it. Therefore, all employees are expected to display our **EPIC** values.

At Trafford Council we are EPIC

We EMPOWER – We inspire and trust our people to deliver the best outcomes for our customers, communities and colleagues.

We are PEOPLE CENTRED – We value all people, within and external to the organisation and give those around us respect. We will act with honesty and integrity in all that we do, and create an environment that enables everyone we work with to thrive and succeed.

We are INCLUSIVE – We are committed to creating an environment that values and respects the diversity and richness differences bring.

We COLLABORATE – We build relationships, collaborate; treat people as equal partners and work together to make things happen.

About the Role

This Role Profile outlines the key tasks you will be expected to perform to give you an understanding of a typical day and the key activities that you will be expected to deliver or contribute to the delivery of.

The 'About You' section explores what qualifications, experience, skills and knowledge you will need for the role.

We are a values-based organisation and you will need to reflect our values, as well as the requirements in 'About You' in your application.

Your Main Priorities

- You will assist the Category Managers in providing partner authorities with effective, efficient and economic procurement solutions to enable them to obtain value for money from all externally purchased goods, works and services. Key duties
- Work with the Category Managers and help them to deliver procurement services to partner authorities, including managing and leading on a number of specific projects to deliver value for money and supporting on options appraisals, tendering and contractual arrangements within agreed deadlines and performance indicators.
- Co-ordinate contract and supplier management of the market including maintaining a database of contracts and supplier information.
- Undertake tender processes in accordance with Contract Procedure Rules (CPR's), Strategic Procurement Strategy European regulations for the partner authorities and that they are carried out in a legal, ethical, accountable manner in accordance with regulatory requirements.
- Assist in developing and maintaining contact with other Authorities within the Greater Manchester and North West region and other relevant bodies to enable collaborative working and sharing of best practice.
- Invite and assess tender submissions and negotiate the award of contracts for the Council(s) on the basis of best value
- Liaise and communicate with client directorates, suppliers and contractors, and other organisations, both verbally and in writing as required.
- Take an active part in the continuous review, development and improvement of systems, processes and services in support of STAR's commitment to a comprehensive and coordinated approach to procurement.
- Coordinate and supervise the completion of work delegated to Procurement Assistants and temporary workers. A day in the life
- Carry out such other duties within the Department as required which are commensurate with the grading of the post.
- Willing and able to travel to sites within the Trafford Borough
- DBS required
- Politically restricted
- Unsocial hours/weekend work may be required

About You

Member of Chartered Institute of Purchasing and Supply (CIPS) or a willingness to work towards this

- A Levels equivalent
- 3 years' experience of working within a procurement department within the Public sector or similar organisation
- Experience of procurement planning
- Managing procurement contracts
- Experience of analysing spend and delivery of savings
- Experience of administering tender processes
- Familiar with e-procurement systems and tools
- Familiar with category related procurement strategies
- Experience of writing reports for key stakeholders
- Knowledge and understanding of commercial organisations and markets
- Detailed understanding and working knowledge of relevant legislation, regulations e.g. OJEU processes and EU procurement directives
- Communicate effectively with people at different levels inside and outside the partner authorities
- Able to review procedures with a view to improve service delivery
- Plan and organise workload to meet service level targets.
- Assimilate new information quickly and work with a minimum of supervision in a supportive environment
- Contract & supplier management
- Analytical skills
- Finance administration
- Excellent written and verbal communication skills including report writing
- Data collection and use of management systems
- Effective organisational and planning skills
- Commercial awareness
- Supervisory skills
- Research and benchmarking You Have Your Strengths
- Communication and presentational skills: Able to present at meetings on a range of procurement matters to a variety of audiences
- Work effectively as a member of a team

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Date prepared/revised: July 2018

Prepared/revised by: KH/LC

Health and Safety

To operate safely within the workplace with regard to the Council's health and safety policies, procedures and safe working practices. To be responsible for your own Health and Safety and that of other employees.

Equalities & Diversity

To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

Customer Care

To continually review, develop and improve systems, processes and services in support of the Council's pursuit of excellence in service delivery.
To recognise the value of its people as a resource.

Training and Development

To identify training and development needs with your manager, taking an active part in your Personal Development and Review Plan. To access development opportunities as they arise and share learning with others and where appropriate, actively encourage a learning environment and development within others.

Policy

To work at all times within the established policies and practices of the Council, within the framework established by the Council Constitution and associated guidance.

Information Governance

Confidentiality is of prime importance. In the normal course of duties, the post holder will have access to personal and or sensitive information relating to service users, staff and contractors, as well as information of a commercially sensitive nature. Such information should not be communicated to anyone outside or inside the Council unless done in the normal course of carrying out the duties of the post. Disciplinary action will be considered where a breach of confidence and or data breach has been established.

All information obtained or held during the post-holders period of employment that relates to the business of the Council and its service users and employees will remain the property of the Council. Information may be subject to disclosure under relevant legislation.

To ensure information is shared safely and complies with information governance standards and associated legislation.