

ROLE DESCRIPTION

Job Title	Procurement Officer
Salary Band	SCP 33-36
Reporting to	Deputy Procurement Manager/Procurement Manager
Directorate	Resources
Team	Procurement
Political Restriction	No

1. Primary Purpose of the Post
<ul style="list-style-type: none"> • Develop and maintain a coordinated approach towards procurement and contract management, seeking value for money for all procurements. • Responsible for the development of the procurement effectiveness for each contract and ensuring best procurement practise, supporting contract management.
2. Your responsibilities
<ul style="list-style-type: none"> • Responsible for ensuring that all procurement processes are compliant with public procurement legislation and are conducted in accordance with procurement best practise and case law developments and best value is obtained. • Establish and develop strong working relationships with commissioners, other internal clients and external organisations which will include Directors, Chief Executives and business owners. • Provide professional advice, challenging and supporting the design and preparation of specifications; • Develop contract notices in accordance with Public Procurement legislation, ensuring compliance to avoid legal challenge. • Prepare reports on performance. • Plan ahead on forthcoming procurements working closely with commissioners. • Design and advise on evaluation criteria to ensure that the evaluation process procedures deliver the best outcome, achieving best value for money • Debrief unsuccessful bidders providing written feedback regarding outcomes of procurement process.



- Take responsibility for developing all procurement documentation.
- Take responsibility for the evaluation process and managing third party involvement including service users where appropriate, to ensure a fair, open and transparent process to minimise the risk of legal challenges and reputational risk to the Combined Authority;
- Check accuracy of costs submitted by tenderers

3. General Corporate Responsibilities

- To comply with and promote social value, equality and diversity, health and safety in accordance with policies and legal requirements.
- To abide by the Committee of Standards on Public Life 'The Seven Principles of Public Life', also known as the 'Nolan Principles'.
- To effectively manage resources to meet business objectives.
- Managing the procurement process including the evaluation process.
- Managing risk within the procurement process.
- Managing resources to undertake the evaluation process.
- It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements and with Standing Orders and Financial Regulations of the Combined Authority, and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice, and the Combined Authority's safety plan.

This job description is not intended to be prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.



PERSON SPECIFICATION

Job Title: Procurement Officer

Grade: SCP 33-36

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
Chartered Institute Procurement and Supply (Level 4) and/or public sector procurement experience	E	A

Experience and knowledge	E = Essential D = Desirable	Identified By
Knowledge of Public Procurement Regulations, Equality Act and Modern Slavery	E	A/I
Experience in the use of Microsoft Office and related packages, particularly Word, Excel and presentation software	E	A/I
Experience of developing effective working relationships with key stakeholders	E	A
Experience in the use of e-procurement	E	A

Skills and abilities	E = Essential D = Desirable	Identified By
Excellent level of written and verbal communication skills including report writing with a high attention to detail	E	A/I
Excellent interpersonal skills and the ability to work with external organisations/suppliers to deliver the best possible outcome	E	A/I
High levels of initiative with the ability to meet deadlines and prioritise own work, as well as working effectively as part of a team to meet changing demands	E	A/I
Good numeracy skills	E	A/I
Able to work with commissioners and stakeholders to ensure correct processes are followed and there is a commitment to the work undertaken	E	A/I



Able to develop and use documented policies and procedures	E	A/I
Able to evaluate and select the appropriate approaches to deliver procurement objectives and processes effectively	E	A/I
Understanding of the impacts of sustainability in relation to procurement	D	A/I

Personal Attributes	E = Essential D = Desirable	Identified By
Willingness to undertake training and development opportunities	E	A

Key to Assessment Methods:

**Please specify for each criterion, column to be removed for external posting.*

KO – Knockout question	A - Application	P – Presentation	T - Test
FQ – Filter Question	I – Interview	E – Exercise	AC – Assessment