



## ROLE DESCRIPTION

<b>Job Title</b>	Senior Procurement Officer
<b>Salary Band</b>	SCP 37-40
<b>Reporting to</b>	Deputy Procurement Manager/Procurement Manager
<b>Directorate</b>	Resources
<b>Team</b>	Procurement
<b>Political Restriction</b>	No

<b>1. Primary Purpose of the Post</b>
<ul style="list-style-type: none"> <li>• Develop and maintain a coordinated approach towards procurement and contract management, seeking value for money for all procurements;</li> <li>• Advise on all areas of Liverpool City Region Combined Authority procurement and contract activity, including service, supplies and works contracts;</li> <li>• Ensure value for money for all procurements, including negotiating reductions where applicable, maximising benefits relating to contract extensions and managing price increase requests;</li> <li>• Undertake relationship and performance management of suppliers, monitoring contracts to ensure compliance with agreed sums, benchmarking market prices, ensuring benefits such as social value have been delivered.</li> </ul>
<b>2. Your responsibilities</b>
<ul style="list-style-type: none"> <li>• 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;</li> <li>• Lead on procurement and contract processes to ensure best value is obtained, including: <ul style="list-style-type: none"> <li>▪ co-ordinating short- and long-term lead in times for procurement projects to meet contract start times;</li> <li>▪ providing procurement support and guidance to senior staff internally and externally;</li> <li>▪ leading on high-risk procurement projects (e.g., value, difficult client groups, political sensitivity);</li> <li>▪ liaison with a wide range of stakeholders, including partners, bidders, suppliers, legal and other professionals.</li> </ul> </li> </ul>



- 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;
- Demonstrate proactive leadership in planning 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;
- Manage and lead 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
- Deliver training relating to procurement;
- Undertake a gate-keeping responsibility to ensure delivery of Social Value, consolidation of evidence by commissioners in their detailed contractual targets and performance against those targets;
- Contribute towards the ongoing development and transformation of the procurement service;
- Take responsibility for developing specifications for corporate/collaborative frameworks;
- Challenge commissioner requirements for cost-effectiveness and need, taking into account whole life costs, social responsibility and environmental requirements;



- Lead proactively on innovative new ideas in procurement, implement new ways of working to streamline and improve services or outcomes, deliver efficiencies, transparency;
- Explore collaboration with other public sector organisations taking into consideration economies of scale;
- Undertake market analysis and engage in initial market dialogue, where appropriate; to inform decisions on procurement route and strategy;
- Analyse and interpret submitted cost models, checking accuracy of detail;
- Lead on the establishment of robust contract management arrangements with monitoring of value of money being achieved for contracts;
- Undertake benchmarking and cost/risk analysis to provide market intelligence and co-ordinate and compile information, which will inform procurement service development;
- Participate in collaborative procurement with external organisations;
- Make a direct contribution towards evidencing savings and efficiencies;
- Contribute towards measuring performance through procurement towards the local economy.

### **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.
- Support and guide Procurement Officers (Level 1)

**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:** Senior Procurement Officer

**Grade:** SCP 37-40

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

Experience and knowledge	E = Essential D = Desirable	Identified By
Knowledge of Public Procurement Regulations	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 negotiate the best possible outcomes	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	<b>E</b>	<b>A/I</b>
Understanding of Equality and Diversity, Modern Day Slavery and the impacts of sustainability in relation to procurement	<b>E</b>	<b>A/I</b>
Able to evaluate and select the appropriate approaches to deliver procurement objectives and processes effectively	<b>E</b>	<b>A/I</b>
Able to manage a supply chain	<b>E</b>	<b>A/I</b>
Demonstrate a clear understanding of effective behaviours in conducting commercial negotiations that generate positive outcomes	<b>D</b>	<b>I</b>
Effective in the use of project monitoring and control processes or systems to ensure the delivery of quality, cost for procurement projects	<b>E</b>	<b>A/I</b>
Able to work with senior managers to assist with improvements and streamlining of processes to reduce cost	<b>E</b>	<b>A/I</b>
Ability to explain to commissioners and other stakeholders the different structures that can be adopted for procurement and supply activities while recognising their strengths and weakness	<b>E</b>	<b>A/I</b>
Able to motivate and support procurement colleagues and influence stakeholders within the organisation	<b>E</b>	<b>A/I</b>
Deliver presentations/training to commissioners/stakeholders	<b>E</b>	<b>I/P</b>

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

**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