

# **Job Profile**

## **North East Procurement Organisation**

### **Regional Procurement Officer**

#### **Grade E - H**

**(£18,070 - £30,153)**

**Location:** Guildhall, Newcastle  
**Service:** North East Procurement Organisation (NEPO)  
**Line Manager:** Regional Category Specialist  
**Car User Status:** Casual

#### **JOB PURPOSE**

- To provide professional procurement support and advice to NEPO and its Member Authorities, through ensuring that all contracts are let and managed in accordance with the category strategy, taking account of relevant legislation and within agreed timescales.
- To be responsible for identifying improvements in arrangements including contracts and supplier relationships to make best use of resources and encourage growth.
- Drive the performance of contracts and work actively with suppliers and stakeholders to drive continuous improvements, savings and additional benefits.

#### **The key duties of this post will include:**

1. Supporting Regional Category Specialists in implementing the recommendations from category strategies by completing relevant procurement activity and participating in related projects and monitor contract performance to ensure that the benefits set out in the related category sourcing strategy are realised.
2. Taking responsibility for leading projects as defined through the work programme.
3. Reviewing spend data and develop market knowledge / intelligence in specific categories to compile appropriate contract documentation ensuring contracts are developed, delivered and managed in line with regional needs and objectives.
4. Letting, implement and monitor contracts to agreed timescales and in accordance with EU Directives, relevant contract procedure rules, financial regulations and other relevant legislation and assist in the preparation of related reports for Senior Officers, Elected members, and other relevant stakeholders.
5. Facilitating, lead and support procurement meetings in respect of contracts/projects to support the aims and objectives of NEPO.
6. Working with appropriate stakeholders to ensure robust contract management and monitoring arrangements are implemented and maintained throughout the lifespan of

the contract and to drive improvements and develop supplier relationships.

7. Playing an active role in disseminating the learning from work undertaken to appropriate category leads to ensure effective knowledge transfer and continuous development of the category strategies.
8. Fostering good relationships with all relevant stakeholders at a local/regional level and national level and identify opportunities to develop new or stronger partnerships.
9. Utilising manual and/or ICT systems within NEPO to ensure a high level of accuracy of information is maintained.
10. Maintaining records and ensure issues are escalated to managers promptly so that underperformance or concerns can be addressed.
11. Carry out other duties, engage in development activities and promote the benefits and strategy of NEPO and its service as required and such other responsibilities allocated appropriate to the grade of the post.

## **PERSON SPECIFICATION**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>How identified</b>
Essential knowledge	<p>Procurement techniques and processes.</p> <p>Good practice and up to date legislation.</p> <p>E procurement techniques and tools.</p> <p>Contract monitoring tools and performance measures.</p> <p>Analysis techniques to measure effectiveness and impact.</p>	<p>Procurement techniques in a public sector environment.</p> <p>Current EU Directives, Standing Orders, Contract procedures and rules and financial regulations.</p> <p>Working within a category management environment.</p> <p>Appropriate performance tools to measure success and tackle underperformance.</p>	Application and interview
Qualifications	<p>4 GCSE at Grade A-C or equivalent.</p> <p>Willing to work towards MCIPS status <u>OR</u> currently working towards MCIPS status <u>OR</u> MCIPS qualified.</p>	MCIPS qualified.	Application and interview
Experience	<p>Providing Customer Service in a complex and diverse environment, where different customers have different needs and expectations.</p> <p>Working under pressure with tight deadlines and able to work without supervision.</p> <p>Communicating with different audiences using a mixture of formal and informal techniques including writing reports and presenting to a variety of audiences.</p>	<p>Working within a political environment.</p> <p>Dealing with multiple demands and ambiguity.</p> <p>Negotiation and influencing skills to maximise performance and achieve financial savings.</p>	Application and interview

	<p>Networking and using influence to achieve results.</p> <p>Meeting deadlines and prioritising work to ensure personal and team targets are met.</p> <p>Using a variety of IT tools and systems.</p> <p>Using financial models and tools to analyse results and identify need.</p>		
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## **COMPETENCIES**

<b>Self Awareness</b>	Is self-aware, learns continuously and adapts behaviour in response to feedback.
<b>Personal Effectiveness</b>	Makes things happen, operates with resilience, flexibility and integrity.
<b>Communication</b>	Shares and listens to information, opinions and ideas using a range of effective methods.
<b>Delivering Results</b>	Promotes customer focused service delivery. Plans and prioritises and learns from mistakes.
<b>Joined Up Working</b>	Promotes collaborative relationships with other services and colleagues in order to improve service delivery.
<b>Improving Delivery</b>	Seeks out the best way to deliver services, promotes innovation and learning and manages risks.
<b>Motivating Teams and Individuals</b>	Creates the right environment for teams and individuals to perform at their best.
<b>Managing Team and Individual Performance</b>	Gives clear direction and feedback to maximise performance.
<b>Managing Diversity</b>	Treats individuals with respect and consideration, takes employee policy and practice seriously.