

NORTHUMBERLAND COUNTY COUNCIL
JOB DESCRIPTION

Post Title: Senior Procurement Officer	Director/Service/Sector Procurement Shared Service		Office Use
Band: 7	Workplace: County Hall		JE ref: 3178 HRMS ref:
Responsible to: Senior Procurement Specialist	Date: June 2016	Manager Level:	
Job Purpose: The primary objective of this role will be to work simultaneously across multiple stakeholder organisations (NHS and LA) providing specialist procurement and commercial advice and guidance, and to undertake procurement activity to deliver the cost reduction programmes within each of the stakeholders organisations.			
Resources	Staff	No line direct line management responsibilities. Mentoring of Procurement Officers as requested by Procurement Relationship Manager	
	Finance	Significant influence on external 3 rd party spend across the stakeholder organisations within allocated area of spend (circ £100M)	
	Physical	Maintains significant corporate databases that are commercially sensitive across multiple organisations	
	Clients	Regular contact with Senior Managers, Operational Managers, and Clinicians across the stakeholder organisations	
Duties and key result areas:			
1. To assist and support the development of productive and influenceable relationships with clients in allocated spend areas within the stakeholder organisations, ensuring all business needs and expectations are met or exceeded.			
2. To support the undertaking of focused spend analysis within allocated spend areas to identify procurement and commercial opportunities across stakeholder organisations to ensure consistent contribution to the Procurement and Commercial work programme			
3. To support and undertake a number of procurement projects, including planning and developing procurement/commercial options as required by the stakeholder organisations and ensure timescales and outcomes are delivered			
4. Undertake a range of key supplier/provider reviews, appropriate to allocated spend portfolio with stakeholder contract managers			
5. Support spend review groups within allocated spend areas (across stakeholder organisations where possible) to support the identification of procurement and commercial opportunities for cost reduction or income generation.			
6. Support the Commissioner in the collection of market intelligence and benchmarking as appropriate.			
7. To support the Procurement and Senior Procurement Specialist in negotiations on a range of differing types and value of contracts in sometimes challenging, conflicting and sensitive environments, including pricing structures, performance mechanisms, commercial transfer issues, conditions of sale and warranties.			
8. To represent the Shared Procurement Service and clearly, concisely and confidently present issues and recommendations to project groups			
9. Requirement to work in an integrated management style across multiple organisations with often different customs and practices, and will be required to foster close and effective working relationships with other senior managers across these organisations.			
10. To provide consistent, legally compliant and often complex procurement and commercial advice and guidance to the senior managers, operational managers and clinicians in the Stakeholder organisations to assist decision making			
11. To support and mentor Procurement Officers on relevant projects at the request of the Procurement Relationship Manager			
12. Participate in relevant internal and external working groups/ projects, services and initiatives to provide project information and specialist procurement and commercial advice/expertise to the different Shared Service stakeholders.			
13. Attend meetings and to represent Procurement Shared Service in regional or national procurement forums as required			
14. Ensure all procurement documentation is completed and approved within the required timescales and to the required standard			
15. Production of key performance indicators in allocated area of spend and responsibility			
16. To work on their own initiative as required, taking direction from the Procurement and Senior Procurement Specialist			

17. To deputise for the Procurement Specialist as required

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time.

Expenditure/Portfolios of spend areas assigned may change as the Procurement work programme will be driven by stakeholder demand for procurement activity

Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Transport requirements:

Working patterns:

Working conditions:

Frequent car use across the region – full valid driving licence and access to a car is required.

Regional and National travel on occasions

Flexible and occasional out of hours work required

A primary sedentary office based position with little exposure to unpleasant or disagreeable working conditions

Post Title: Senior Procurement Officer		Director/Service/Sector Shared Procurement Services	Ref: 3178
Essential		Desirable	Assess by
Knowledge and Qualifications			
<ul style="list-style-type: none">• High level of education<ul style="list-style-type: none">• Relevant theoretical and practical/procedural knowledge of the procurement service• Detailed specialist working knowledge and understanding of relevant public sector procurement legislations, regulations and professional best practice• Knowledge and understanding of current public sector procurement issues and challenges across a range of organisation type i.e NHS and Local Government		<ul style="list-style-type: none">• Relevant Management Degree• Evidence of recent continuing professional development• Project Management	
Experience			
<ul style="list-style-type: none">• Significant experience in procurement, with a experience at a specialist procurement position• Demonstrated track record of successful delivery/contribution to a procurement and commercial work programmes for the purposes of delivering cost reduction and/or income generation• Experience of managing multiple projects of varying degrees of complexity to a successful outcome• Experience of working in challenging complex environments		<ul style="list-style-type: none">• Experience of working in a shared service environment and/or providing services to other organisations• Experience of working with complex stakeholder needs• Experience of leading or supporting change management within the procurement field	
Skills and competencies			
<ul style="list-style-type: none">• Record of delivery of commercial cost improvement initiatives with a strong understanding of the constraints of the public sector.• Excellent written and verbal communication skills with the ability to adapt to the audience• Provide and receive complex, sensitive and sometimes contentious information, and be able to present this type of information to project teams to aid decision making.• Excellent analytical and problem solving skills• Strong planning skills, using available information sources, and with the ability to understand and work to tight and sometimes conflicting deadlines			
Physical, mental and emotional demands			
<ul style="list-style-type: none">• Occasional unsocial hours and travel requirements• Some length periods of enhanced concentration• Ability to prioritise and regularly meet challenging and often conflicting deadlines• Ability to deal with problematic phone calls from suppliers and clients• Work under pressure within a consistently changing environment			

<ul style="list-style-type: none"> • Able to relate to people at all levels in the various stakeholder organisation 		
Other		
<p>The ability, personality and conduct which demonstrates credibility, and trust that engages confidence to colleagues, the Shared Service Stakeholders and external partners</p> <p>Ability to calm, empathise and negotiate with colleagues, staff and external suppliers/providers to the stakeholder organisations</p>		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits