

Northumberland Council  
**JOB DESCRIPTION**

<b>Post Title:</b> Procurement Officer	<b>Director/Service/Sector</b> Procurement Shared Service		<b>Office Use</b>
<b>Grade:</b> 6	<b>Workplace:</b> Morpeth/Cobalt or Carlisle		JE ref: 2936 HRMS ref:
<b>Responsible to:</b> Senior Procurement Specialist	<b>Date:</b> August 2014	<b>Manager Level:</b>	
<b>Job Purpose:</b> This is a progression role within the new Procurement Shared Service. The purpose of the job role is to aid transition from traditional, transactional, low value, low risk procurement job role to a procurement specialist role enabling the provision of specialist procurement and commercial advice/delivery on high value/higher risk, above threshold procurement activity on behalf of the stakeholder organisations			
<b>Resources</b>	Staff	No line direct line management responsibilities.	
	Finance	Influence on external 3 <sup>rd</sup> party spend across the stakeholder organisations within allocated area of spend (circ £10M)	
	Physical	Maintains corporate databases that are commercially sensitive across multiple organisations	
	Clients	Regular contact with Operational Managers, and Clinicians across the stakeholder organisations. Occasional contact with Senior Managers	
<b>Duties and key result areas:</b>			
<ol style="list-style-type: none"> <li>1. Undertake supported focused spend analysis within an allocated spend areas to identify procurement and commercial opportunities across stakeholder organisations to ensure consistent contribution to the Procurement and Commercial work programme</li> <li>2. Lead a number of low value/low risk procurement projects, including planning and developing procurement/commercial options as required by the stakeholder organisations and ensure timescales and outcomes are delivered.</li> <li>3. Undertake appropriate above threshold/high risk procurement projects with support, including planning and developing procurement/commercial options as required by the stakeholder organisations and ensure timescales and outcomes are delivered.</li> <li>4. Manage a multiple number of these procurement projects at the same time, each lasting several months and involving the interpretation of complex and varied sources of quantitative and qualitative information.</li> <li>5. Provide support for a range of key supplier/provider reviews, appropriate to allocated spend portfolio with stakeholder contract managers</li> <li>6. 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.</li> <li>7. Support the Commissioner in the collection of market intelligence and benchmarking as appropriate.</li> <li>8. 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 managers across these organisations.</li> <li>9. To provide consistent, legally compliant standard procurement and commercial advice and guidance to the, operational managers and clinicians in the Stakeholder organisations to assist decision making. This will require taking into account the policies of all stakeholders, as well as european guidelines for public procurement.</li> <li>10. To mentor Procurement Officers on relevant projects at the request of the Procurement Relationship Manger</li> <li>11. 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.</li> <li>12. Ensure all procurement documentation is completed and approved within the required timescales and to the required standard</li> <li>13. Works with the Purchasing Teams to ensure orders are created appropriately for contracts created and catalogues are routinely checked for accuracy</li> <li>14. Support the production of key performance indicators in allocated area of spend and responsibility</li> <li>15. To work on their own initiative as required, taking direction from the Senior Procurement Specialist</li> </ol>			

16. To deputise for Procurement Specialists 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

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**PERSON SPECIFICATION**

<b>Post Title:</b> Procurement Officer	<b>Director/Service/Sector</b> Shared Procurement Services	Ref: 2936
<b>Essential</b>	<b>Desirable</b>	<b>Assess by</b>
<b>Knowledge and Qualifications</b>		
<ul style="list-style-type: none"> <li>● Good level of education</li> <li>● Relevant theoretical and practical/procedural knowledge of the procurement service</li> <li>● Detailed working knowledge and understanding of relevant public sector procurement legislations, regulations and professional best practice</li> <li>● Knowledge and understanding of current public sector procurement issues and challenges across a range of organisation type i.e NHS and Local Government</li> </ul>	<ul style="list-style-type: none"> <li>● Relevant professional qualification (CIPS)</li> <li>● Evidence of recent continuing professional development</li> <li>● Project Management</li> </ul>	
<b>Experience</b>		
<ul style="list-style-type: none"> <li>● Experience in procurement and within a team which has a focus on cost improvement programmes/income generation.</li> <li>● Experience of managing procurement projects of varying degrees of complexity to a successful outcome</li> <li>● Experience of working in challenging complex environments</li> </ul>	<ul style="list-style-type: none"> <li>● Experience of working in a shared service environment and/or providing services to other organisations</li> <li>● Experience of working with complex stakeholder needs</li> </ul>	
<b>Skills and competencies</b>		
<ul style="list-style-type: none"> <li>● Understanding of commercial cost improvement initiatives with a strong understanding of the constraints of the public sector.</li> <li>● Good written and verbal communication skills with the ability to adapt to the audience</li> <li>● Excellent analytical and problem solving skills to support decision making</li> <li>● Strong planning skills, using available information sources, and with the ability to understand and work to tight and sometimes conflicting deadlines</li> </ul>		
<b>Physical, mental and emotional demands</b>		
<ul style="list-style-type: none"> <li>● Occasional unsocial hours and travel requirements</li> <li>● Some length periods of enhanced concentration</li> <li>● Ability to prioritise and regularly meet challenging and often conflicting deadlines</li> <li>● Ability to deal with problematic phone calls from suppliers and clients</li> <li>● Work under pressure within a consistently changing environment</li> </ul>		
<b>Other</b>		

<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>		
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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