

Post Title: Procurement Sourcing Officer A4249

Evaluation: 485 points

Grade: N06

Responsible To: Collaborative Procurement Manager

Responsible For: N/A

Job Purpose: To source goods, works and services as allocated, providing specialist expertise, creativity and commercial knowledge to produce high quality outcomes and to support business requirements.

Main Duties: The following list is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 To develop and maintain excellent day to day working relationships between the service, internal clients across the Council as allocated, and Commissioned Service Providers contributing to a high performing sourcing team focused on achieving social and financial value.
- 2 To contribute to the development and implementation of sourcing strategies across the Council's business as allocated, which may be made up of multiple services of different complexity and value.
- 3 To ensure that all sourcing is undertaken in accordance with the Council's Financial and Statutory Regulations and EU Public Procurement Regulations. To comply with all relevant policies of the Council.
- 4 To manage costs in the context of required outcomes in line with the Council's budget and other relevant plans.
- 5 To undertake and compile findings of market analysis which underpin planned commissioning and procurement activity to ensure statutory and commercial risks are minimised.
- 6 To ensure the Council's Corporate Contract Register and electronic procurement systems are accurately maintained and that information is recorded on commissioning activity and pricing.
- 7 To contribute to the process of benefits realisation for a designated portfolio of spending to ensure that baselines are accurate and budgetary savings are signed off by key stakeholders and realised in a timely manner.
- 8 To engage with suppliers and manage the Council's relationships from a procurement perspective.

- 9 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.