



APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to recruitment@xentrall.org.uk or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

Procurement Officer - Adults, Children and Public Health
Procurement Officer - Place & Corporate

Vacancy ID: 011381

Salary: £31,346.00 - £36,922.00 Annually

Closing Date: 01/11/2020

Benefits & Grade

Grade K/L (Career Grade)

Salary on commencement will depend on previous experience and qualifications

Contract Details

2 Posts, Permanent

Contract Hours

37 hours per week

Interview Date

W/C 09/11/2020

Job Description

An exciting opportunity has arisen within the Strategic Procurement Team for two positions as a Procurement Officer. One post will be with the Adults, Children and Public Health Team and the other within the Place & Corporate Team

These positions will be responsible for undertaking tenders, quotes and further competitions and for ensuring appropriate contract management arrangements are established.

Working in the Place & Corporate Team would cut across categories including building & construction, energy, facilities management, ICT, professional services and transport.

Adults, Children's and Public Health team are responsible for care and other support services.

Applicants should have high personal standards of self-discipline, be enthusiastic and able to communicate effectively with a range of stakeholders.

These posts are career grade posts and will have different entry levels which are dependent on previous experience and qualifications as described in the Career Development Plan.

Progression will depend upon meeting the criteria in the career development plan, ability, capability, and the sustained availability of work at a higher level of grade.

Applicants should identify which post is being applied for within the application form, personal statement.


An online application form and further information is available from www.stockton.gov.uk/jobs.

Please ensure you refer to the Career Development Plan, Job Description and the essential and desirable criteria in the Person Specification when completing the Personal Statement on the application form, as this information is used to select candidates for interview.

If you would like an informal discussion about the posts and to understand the work involved across the two teams, please contact Kerry Anderson, Procurement Manager - Adults, Children and Public Health on 01642 528455, or Angela Miles, Procurement Manager – Place & Corporate on 01642 526180

The application form is available in alternative formats from Xentrall Recruitment Services, tel: 01642 526992 or email recruitment@xentrall.org.uk

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION
Directorate: Finance, Development and Business Services		Service Area: Strategic Procurement and Governance
JOB TITLE: Procurement Officer		
GRADE: K/ L		
REPORTING TO: Procurement Manager		
1.	JOB SUMMARY: Responsible for undertaking tenders, quotes and further competitions and for ensuring appropriate contract management arrangements are established.	
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS	
1	To ensure collaborative working relationships with all stakeholders.	
2	To manage spend analysis to create visibility and opportunity targets.	
3	To produce tender documentation in consultation with client departments and other relevant stakeholders and to manage the tender or quote process working closely with client departments and other council services such as Legal and Finance.	
4	Undertake contract management risk assessment and produce appropriate and proportionate contract management plans and performance management frameworks.	
5	Work in partnership with the Contract Management Officers and client departments to ensure shared contract understanding and clarity of contract management roles and processes and transition from contract award to contract management	
6	To support the Procurement Managers with the supplier relationship management programme.	
7	To maintain all records and systems in accordance with defined procedures and compliance requirements.	
8	To ensure compliance with health and safety legislation and requirements for risk assessment/management.	
9	To aim to achieve equality of access and treatment in employment and service delivery.	
10	To participate in the development of a culture which is consistent with the Council's vision of enthusiastic and forward looking partnership and delivery of efficient and effective services within a Customer Service Excellence environment.	
11	To respond to enquiries and complaints and to provide advice and guidance as required.	

	12	To establish effective working relationships with key internal and external partners.
	13	To be responsible for developing and maintaining internal partnerships with other Council departments to ensure the efficient and effective delivery of services.
	14	To participate in the management of programmes & projects from initiation through to completion where required ensuring the successful delivery of required outcomes.
	15	To ensure compliance with the requirements of statute and regulations for this service area.
	16	To ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton-on-Tees Borough Council

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Council Values, Behaviour Framework, Code of Conduct - The post holder is required to carry out the duties in accordance with Council values, behaviour framework, code of conduct, professional standards and promote equality and diversity in the workplace.

Shaping a Brighter Future – The post holder will embrace the Council’s “Shaping a Brighter Future” programme.

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton-on-Tees Borough Council.

Policies and Procedures - The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety - The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding - All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council’s Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

Grade	Expected experience, work level and development commitment
Entry level.	<ul style="list-style-type: none"> • In possession of CIPS Level 4 Diploma in Procurement and Supply • Studying towards the CIPS Level 5 Advanced Diploma in Procurement and Supply

K	<ul style="list-style-type: none">• Will shadow and assist senior colleagues in all aspects of the role, gaining experience and knowledge across services, extending their ability and capability.• Will work on simple tenders and quotes.
Professional Level. L	<ul style="list-style-type: none">• In possession of the CIPS Level 5 Advanced Diploma in Procurement and Supply• Will work to a higher level of autonomy with demonstrably consistent good decision making skills in more challenging and complex tenders.

Job Description dated Sept 2020

Career Development Plan Procurement Officer

Service Grouping	Finance, Development and Business Services
Service	Strategic Procurement and Governance
Job Title	Procurement Officer
Career Grade	K/ L

Progression within the Career Grade
<p>Professional vocational qualifications are indicative of the level, breadth and depth of knowledge required to fulfil the requirements of the contract management officer role.</p> <p>Practitioner experience, capability and competence will also be taken into account in addition to the requirement for specific qualifications to increase competence and confidence in the discharge of duties.</p> <p>To progress within the career grade structure, all the criteria must be met and there must be work available at the higher level. This will need to be demonstrated through a formal review of performance. This evidence will be reviewed by the Procurement Manager in the first instance and verified by the Strategic Procurement and Governance Manager.</p> <p>Possession of qualifications or time in post will not alone determine where a job holder is placed on the career grade.</p> <p>When an employee believes that they meet the criteria for the next level they should raise this with their line manager in their supervision session. A formal application will be completed by the worker and will be sent to the Strategic Procurement and Governance Manager.</p>

Grade	Criteria (Professional)
K	<p>Entry Level. Candidates will have completed CIPS Level 4 Diploma in Procurement and Supply as a requirement of the post.</p> <p>Candidates will be required to commence Level 5 CIPS Advanced Diploma in Procurement and Supply. The course may be expected to take 18 months or more to complete.</p> <p>The level of knowledge means the job holder will be demonstrably capable of working on simple tenders and quotes and responding to client's basic requirements in consultation with Assistant Procurement Managers.</p> <p>Candidates will be able to :-</p> <ul style="list-style-type: none"> • Demonstrate the ability to communicate and work effectively across services, • Contribute the continuous development of systems of work, corporate procedures and guidance relating to procurement, • Assist in the development of Contract Management Plans. • Attend any professional courses of tuition deemed necessary for the post holder to attain the necessary competence and knowledge. • Assist in the development of specifications and contract performance frameworks. • Assist in the production of tender documentation in consultation with client departments and with support from Senior Procurement Officer and Assistant Procurement Manager(s). • Conduct end to end simple quote and tender processes • Lead the delegated decision making process. • Assist in supplier market engagement activities.

L	<p>Professional Level</p> <p>Candidates will have completed the CIPS Level 5 Advanced Diploma in Procurement and Supply.</p> <p>Candidates will be able to :-</p> <ul style="list-style-type: none">• Fulfil all of the criteria at K above.• The breadth and depth of knowledge means the job holder will be demonstrably capable of applying their specialist knowledge together with relevant experience across professional standards, regulations and legislation, published guidance, in order for them to lead on complex tenders.• Expected to work with a high level of autonomy and demonstrate consistently good decision making skills.• Will be required to represent the service at working parties and be expected to provide procurement advice.• Will be required to undertake complex tender process with multiple stakeholder involvement.• Will be required to attend and lead market engagement activities.• To contribute to the training/coaching/ mentoring of team members.
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PERSON SPECIFICATION

Job Title/Grade	Procurement Officer	K/ L
Directorate / Service Area	Finance, Development and Business Services	Strategic Procurement and Governance
Post Ref:	POS003097 / POS003111	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<p>At Grade K CIPS Level 4 Diploma in Procurement and Supply Or equivalent demonstrable level of relevant work related experience.</p>		Application Form
	<p>At Grade L CIPS Level 5 Advanced Diploma in Procurement and Supply</p> <ul style="list-style-type: none"> • Or equivalent demonstrable level of relevant work related 		Application Form
Experience	<p>Substantial and demonstrable experience of:-</p> <ul style="list-style-type: none"> • undertaking tenders and quotes • contract management • delivering a customer focused service • financial forecasting and monitoring • quality management systems and quality assurance practices 		Application form/Interview

<p>Skills</p>	<p>Demonstrable ability to:-</p> <ul style="list-style-type: none"> • communicate effectively with a range of stakeholders • work in partnership across the public and private sectors • implement service policies and practices within a political environment • implement service delivery models to ensure quality standards are achieved • manage relationships with customers and suppliers ensuring that value for money principles are maintained • participate in the delivery of programmes and projects within a structured framework or methodology including the evaluation of success • demonstrate customer sensitivity and awareness • prioritise service issues and to balance implementation between personal involvement and delegation to others • manage assigned budgets 		<p>Application form/Interview</p>
<p>Specific behaviours relevant to the post</p>	<ul style="list-style-type: none"> • Ability to think widely and solve problems logically • Ability to communicate both orally and in writing with a wide range of people • Confidence to implement solutions and to challenge traditional thinking • The personal demeanour and credibility, which inspires confidence and motivates colleagues • High personal standards of self-discipline in working to deadlines 		<p>Application form/Interview</p>

	<ul style="list-style-type: none">• The ability to benefit from training relevant to the post• Highly motivated, energetic, winning, not easily discouraged		
Other requirements	<ul style="list-style-type: none">• Must be able to vary working hours to incorporate evening and weekends as required		Application form/Interview

Person Specification dated June 2020

Conditions of Service

General

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

Office Hours

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

Annual Leave

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

Sick Pay

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

Pension

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

Medical Examination

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

Probation

New entrants to Local Government will be required to complete a six month probationary period.

Equal Opportunities

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

Job Sharing

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

Payment of Salaries

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

Smoking Policy

The Council operates a No Smoking Policy.

Politically Restricted Posts

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is

the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

Rehabilitation of Offenders Act 1974

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.