

Division: Finance & Resources (NN299)

Post Title: Procurement Sourcing Officer

Evaluation: 472 Points **Grade:** N6

Responsible to: Procurement Team Manager

Responsible for: N/A

Job Purpose:

To work as part of a Category Team to deliver a world class professional sourcing and procurement service for the Council, providing specialist expertise and commercial knowledge to produce high quality outcomes to support business requirements.

To contribute to the development and implementation of sourcing strategies for a number of procurement categories, which may be made up of multiple supplies and services of different complexity and value.

To ensure that all procurement and contract management activity is undertaken in accordance with the Council's Financial and Statutory Regulations and EU Public Procurement Regulations.

Main Duties: The following 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 contribute to the delivery of procurement savings and business outcomes as set out in the Council's Budget, Corporate Procurement Strategy and Category Sourcing Plans.
2. To ensure that all procurement and contract management activity is undertaken in accordance with agreed corporate procurement processes, the Council's Financial Regulations and other statutory regulations including EU Public Procurement.
3. To ensure that the Council's corporate policies particularly those relating to equalities and diversity, sustainability, information security and community safety are considered and appropriately action in relation to all aspects of procurement practice, service delivery and employment.

4. Reporting directly to the Procurement Team Manager, develop an excellent day to day working relationship with the designated Category Team to provide the required levels of support to ensure that the required procurement outcomes are delivered in line with the needs of the Council's business.
5. To undertake market research and benchmarking to contribute to the market analysis for planned procurement activity to ensure that procurement decisions are based on best practice intelligence and to ensure commercial risks are minimised.
6. To contribute to the development of category plans, identifying business needs and future trends, analysing historical and forecast expenditure to scope opportunities and clearly identify projected cashable efficiency savings.
7. To develop and maintain good relationships with a range of stakeholders within the designated portfolio of spend to ensure that a holistic approach is undertaken that adds value to the Council's Business.
8. 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.
9. To ensure the Council's Corporate Contact Register and electronic procurement systems are accurately maintained and that information is recorded on commissioning activity and pricing.
10. 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.
11. To engage with suppliers and manage the Council's relationships from a procurement perspective.
12. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.