**JOB DESCRIPTION**

**LEGAL DEPARTMENT**

**JOB TITLE:** PROCUREMENT OFFICER

**DIVISION:** CORPORATE PROCUREMENT

**GRADE:** Band 11

**RESPONSIBLE TO:** STRATEGIC PROCUREMENT MANAGER

**POST REFERENCE:**  107600

**Purpose of Post**

* To be responsible to the Strategic Procurement Manager for the development of procedures and guidance to ensure Council wide compliance with EU Directive, UK Procurement Law and the Councils Constitution in relation to Contract Procedure Rules
* To ensure statutory duties within the remit of the post are met
* To actively seek out, deliver and record procurement efficiency savings

**Service Remit**

1. Effective performance management of operational service delivery, which meets the specific and general requirements of all customers.
2. Ensuring service delivery is delivered by the most efficient means for customers and cost effective for the Council.
3. Finding ways of integrating services within the division to achieve efficiencies and improve quality of service delivery.
4. To ensure that working procedures and practises within the team comply with the Council’s statutory duties, policies and procedural guidelines.
5. Ensuring the provision/commissioning of safe, effective and high quality services that are responsive to local need and are provided within a clear quality framework and comply with the statutory duties which fall under the responsibility of the post holder.
6. To maintain up to date knowledge of legislation and national policy and to ensure the team are briefed on changes and emerging best practice.
7. To ensure that effective mechanisms are in place to deal with complaints.
8. To brief the Strategic Manager/Head of Service and refer issues to them as appropriate.
9. To agree with the Strategic Manager/Head of Service the annual work programme for the team, implement and review it.
10. To initiate and develop procedure and practice to improve service delivery, which ensure compliance with legislation and/or national standards.
11. To listen and respond to clients and customers using advising, guiding, negotiation or persuasion skills.
12. Ensure appropriate risk management arrangements for the team are in place.
13. To undertake cross organisational team working.
14. Continuously striving to reduce the teams costs.
15. Continuously striving to maximise the teams income.
16. Providing professional or technical advice in relation to the teams area of responsibility.
17. To maintain up to date detailed knowledge of legislation and national policy and to ensure both the divisional management team and the service are briefed on changes.
18. Undertaking case work in relation to the team’s area of responsibility.
19. Working with relevant partners and stakeholders in a spirit of partnership and collaboration and develop effective working relationships.
20. Responsible for maximising the extent to which services are delivered directly to the user.
21. Continuously uses Business Process Re-engineering to rationalise and reduce bureaucracy and duplication.
22. To ensure equalities and diversity issues are effectively assessed, planned and implemented.
23. To undertake higher level case work in relation to the service.

**Key Relationships**

Departmental Buyers / Commissioning Officers / End Users / Stakeholders / Suppliers / Procurement Colleagues in other Public Sector organisations

**Main Duties and Responsibilities**

**Undertake Category Management Activities within the Corporate Procurement Unit**

1. Assist in the development of category strategy and sourcing plans for all spend within the Corporate Procurement Unit or Department, depending upon assigned categories.
2. Assist in the review and implementation of changes to the Council’s Constitution (mainly the Contract Procedure Rules) with regard to the procurement function, the implementation of such changes into the guidance for officers and communicating the same.
3. Negotiate and implement agreements with preferred suppliers.
4. Provide strategic procurement advice and guidance on major projects and new initiatives in accordance with Contract Procedure Rules and the Procurement and Commissioning Strategy, and statutory requirements including EU Regulations.
5. Ensure Council priorities such as sustainability, local supply, SME’s, ecological concerns, voluntary bodies are incorporated into the category strategy.
6. Work in conjunction with Departmental buyers / end users / stakeholders to implement the category strategies and drive the delivery of the strategy working with Departmental staff as necessary on a project-by-project basis.
7. Lead the implementation and review of category strategies. This activity will involve personally delivering and reviewing certain categories and working with others to deliver those categories not personally delivered. This may involve:
   * + taking the lead role in developing, publishing and evaluating tenders and the award of contracts including terms and conditions
     + applying the principles of the category strategy and supporting the procurement process in relation to individual projects
8. To take an appropriate role in the development and management of contracts, agreeing KPIs, and identifying areas for improving current contracts or at re-let, seeking to improve contractor performance and supplier relations to gain efficiency benefits. To assemble and work with category teams comprising of representatives from all relevant Departments. To monitor and evaluate contract performance, identify problems and initiate corrective action, in conjunction with Departments, as appropriate.
9. Manage the placement of contract notices in line with the Contract Procedure Rules and the Public Contract Regulations.
10. Ensure the quality and delivery of agreed benefits and savings through the implementation of sourcing strategies for agreed categories of spend.
11. Lead cross functional teams to determine and evaluate sustainable value improvement opportunities
12. To develop sound working relationships with both customers and suppliers.
13. Ensure the full and effective participation by relevant staff in the department’s management process and liaise with the appropriate staff/Trade Union representatives on relevant matters.
14. To continually update strategic analyses of markets and supplier trends within the relevant categories, to ensure that procurement is based on best practice ‘intelligence’.
15. Understand and be familiar with all aspects of Hartlepool Borough Council Procurement strategies and processes and the Public Contracts Regulations

**Contribute to Category Management Activities across the sub-region and region**

1. Support local and regional procurement activity. Develop and maintain contact with subject matter experts in related disciplines within other organisations.
2. To assist in the development of a procurement programme for all corporate spend collaboration with sub-regional and regional partners.
3. To liaise with other Authorities, consortia and other authorized bodies in respect of mutually beneficial procurement arrangements.
4. Establish and develop effective working relationships with other Council departments and outside organisations in order to fulfill the responsibilities of the post.

**Supporting Development of the Council’s Procurement Capability**

1. Support with the ongoing development of the Council’s Procurement and Commissioning Strategy.
2. Assist the Strategic Procurement Manager in the provision of procurement advice and the preparation of reports to both Officers and Members in relation to corporate procurement activities.
3. Ensure training is delivered to Council staff on procurement techniques, Council procurement procedures etc. to promote the principles and benefits of good procurement practices across the Council.

**General**

1. To deputize for the Strategic Procurement Manager on strategic procurement issues, where required.
2. Other areas as determined by the Strategic Procurement Manager commensurate with the nature and level of the post.

**Personal Development**

1. Maintain personal and Professional development to meet the changing demands of the job, participation in appropriate training activities and encourage and support staff in their development and training
2. Keep up to date on developments in procurement legislation, methods and techniques

Changes

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

Date: 26th November 2020