

Job Description

Post Title: Procurement Systems Officer NN306

Evaluation: 410 Points **Grade:** N4

Responsible to: Commissioner – Trading & Resources

Responsible for: N/A

Job Purpose: To support the efficient and effective operation of the Council's corporate procurement systems, ensuring that they are fit for purpose in line with business requirements.
To support the delivery of a world class professional sourcing and procurement service for the Council through the efficient and effective processing of procurement requisitions and orders 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 support the development, testing, implementation, operation and maintenance of the Council's electronic procurement systems including Purchase Order Processing (POP), Market Place, Procurement Request, Standing List of Contractors and any future employed innovative procurement technique.
2. To provide day to day support to POP users across the Council to ensure the most efficient and effective operation of the system.
3. To consolidate generic purchase orders to the value of £5,000 and where appropriate suspend and direct purchase orders to nominated Procurement Sourcing Officers for their attention.
4. To ensure the correct creation and operation of approved suppliers within the POP System.
5. To maintain a log of POP incidents, test and approve resultant fixes.
6. To undertake on-line procurement systems testing as required.
7. To support the development and maintenance of the Council's Procurement Systems.

8. To assist in the development of on line procurement system procedures and training guides and ensure they are appropriately maintained.
9. To produce reports and attend meetings as required.
10. To maintain the Standing List of Contractors, including the completion of pre qualification checks and requests for references, liaising with technical experts across the Council as required.
11. To promote and implement the Council's Equality Policy in all aspects of procurement activity and service delivery.
12. To assist in engaging external suppliers to ensure the Council's procurement systems are fit for purpose and that business continuity is maintained.

