



## **JOB DESCRIPTION**

**JOB TITLE:** Procurement Coordinator

**GRADE:** Band 5-9 (SCP16-31) (2020/21 £24,012 – £34,728)

**BASE:** Guildhall, Quayside, Newcastle upon Tyne, NE1 3AF

**MANAGED BY:** Procurement Specialist

**COVID-19 update:** Please note that NEPO is currently following the Government's advice on enabling staff to work from home if it is safe and practical to do so. Therefore, this role will be delivered remotely in an agile way, until NEPO makes any changes to these working arrangements.

**This Job Profile operates as a 'Career Grade' whereby those joining with less experience will start towards the lower Spinal Column Point (SCP) and those with more experience who are able to meet more of the desirable criteria will start toward the higher SCPs.**

**With support and funding from NEPO, post holders will work through the SCPs as their experience and qualifications progress.**

## **SUMMARY OF POST**

- a. To assist and deliver procurement activity for major spend categories for the public sector in the North East region and nationally.
- b. To work independently, flexibly and innovatively, supporting the Procurement Specialist with the delivery of the Collaborative Procurement Work Programme.

### **1. JOB PURPOSE**

**The key duties of this post will include:**

#### **Procurement and Contract Management**

- 2.1 To plan and deliver the activity within an assigned category area and/or

solution in line with end users requirements, procurement legislation, NEPO's procedures and internal processes. Ensuring that best practice is embedded, timescales are met, value for money, commercial opportunities and successful outcomes are achieved.

- 2.2 Identifying and disseminating lessons learnt that ensures effective knowledge transfer and continuous development of the category strategies.
- 2.3 Gathering quantitative and qualitative market data and carrying out analysis to inform category activities that will be carried out as part of the Collaborative Procurement Work Programme. Reviewing regional and national spend data and develop market knowledge.
- 2.4 Establishing project plans aligned to statutory and operational requirements that incorporate contingency measures. To communicate the project plans, market opportunities and risk profiles to regional and national stakeholders to help secure participation and working group support.
- 2.5 To ensure procurement documentation is produced using NEPO's standardised templates, within agreed timescales, to the expected quality, and are approved in line with NEPO's Governance requirements.
- 2.6 Engaging with SME's and local supply chains actively promoting the benefits of working with NEPO and public-sector organisations. To encourage local suppliers to bid for collaborative opportunities where appropriate removing any barriers to their participation.
- 2.7 Ensure social value is embedded and delivered across all procurement activity in line with NEPO's policies and practices. Innovative methods are used to deliver social value and tangible benefits and outcomes are secured which are monitored through contract management.
- 2.8 Advertising NEPO procurement opportunities to the marketplace via internal and external e-tendering platforms. Adhering at all times to the Public Contract Regulations and all relevant procurement and/or industry legislation.
- 2.9 Collating tender submissions, driving the evaluation processes and awarding contracts to successful bidders. Maximising stakeholder participation to ensure the outcome is fit for purpose.
- 2.10 Taking a leading role in procurement meetings, delivering presentations, facilitating and supporting contract implementation in respect of the contract objectives and project plan. Working with appropriate stakeholders to ensure robust contract management and performance monitoring is in place to develop and maintain supplier relations.
- 2.11 standardised regional approach is maintained within the category and the

solutions continue to meet the needs of NEPO Members and Associates. All associated risks are managed, value for money achieved and supporting strategic and/or problematic supplier reviews.

## **Reporting and Performance**

- 2.12 Take ownership of organisational category data for focused analysis and interpretation to ensure the accuracy of the information that is published. Use this data to inform and support wider business activity.
- 2.13 To use the performance management framework to support and deliver improvements in both organisational and category performance. Ensure accurate category performance data is submitted within agreed timescales.
- 2.14 To produce clear and concise communications in appropriate formats, adapting to a wide range of audiences that inform, advise or seek approval, whilst contributing to higher level communications that secures strategic direction from the entire NEPO governance structure as appropriate.
- 2.15 Maintaining records and utilising manual and/or ICT systems within NEPO to ensure a high level of accuracy of information is accessible and auditable and duplication is minimised.
- 2.16 Ensuring issues and opportunities for improvement are escalated to managers promptly so that underperformance or concerns can be addressed in a proactive and timely manner.

## **Commercial and Growth**

- 2.17 To support the Procurement Specialist to explore and maximise commercial opportunities available across all collaborative procurement activity. To implement new solutions that will enhance the category and deliver commercial benefits.
- 2.18 To proactively seek to increase usage and solution spend for member authorities and associate members to deliver the maximum benefits, whilst keeping the users' needs at the forefront of decisions within the category.
- 2.19 Developing and maintaining strategic relationships with all stakeholders at a local, regional and national level, to drive continuous improvements in performance.
- 2.20 Identifying and delivering innovative ways to meet customer requirements that assist category growth and wider supply chain development.

## **Personal Disposition**

- 2.21 Plan and organise workload to ensure effective, efficient and timely delivery of agreed tasks to the required standard to support the overall delivery of NEPO.
- 2.22 To demonstrate high professional standards that represent NEPO in a positive and professional manner and contribute to the continuous progress and development of NEPO.
- 2.23 To build appropriate broad and professional networks to increase the influence that can be exerted on matters that concern NEPO and Member Authorities.
- 2.24 Foster close and effective relationships with colleagues and customers to deliver mutual benefits as part of a regional collaborative team.
- 2.25 Take responsibility for your own health, safety and welfare ensure that organisational health and safety policy and procedures are adhered to.
- 2.26 Take personal responsibility for continued personal and professional development and contributing to the learning and growth of NEPO.
- 2.27 Carrying out other duties, engage in development activities and promote the benefits and strategy of NEPO and its services as required.

### 3. PERSON SPECIFICATION

Criteria	Essential	Desirable	How identified
Knowledge	<p>A researched or practical understanding of Public Sector Procurement.</p> <p>A researched or practical understanding of techniques and processes used in procurement including;</p> <ul style="list-style-type: none"> <li>- Specification design and development</li> <li>- Bid evaluation approaches</li> <li>- E-procurement systems and supplier/spend analysis tools</li> </ul>	<p>Working understanding of public sector procurement processes and challenges</p> <p>Comprehensive knowledge of legislation, rules and financial regulations including Procurement Contract Rules (PCR15 or equivalent), Standing Orders and Contract Procedures</p> <p>Up to date knowledge of legislation that affects procurement</p> <p>Appropriate performance tools to measure success and tackle underperformance.</p> <p>Analytical knowledge and performance management techniques to measure effectiveness and impact</p> <p>Supplier relationship development and stakeholder engagement methods that maximise engagement and improve outcome delivery</p> <p>Appreciation of value added by procurement to commercial relationship and benefits realisation</p>	<p>Application and interview.</p> <p>PLEASE NOTE – the ‘Supporting Statement’ within the North East Jobs is the where candidates will articulate their meeting of each ‘Criteria.</p>

Criteria	Essential	Desirable	How identified
Qualifications	<p>6 GCSE at Grade 4-9 or equivalent, including Maths &amp; English)</p> <p>Willing to work towards MCIPS status <u>OR</u> currently working towards MCIPS status <u>OR</u> MCIPS qualified.</p>	<p>A levels and degree qualification.</p> <p>MCIPS qualified.</p>	Application
Experience	<p>Providing Customer Service in an environment, where different customers have different needs and expectations.</p> <p>Communicating with different audiences using a mixture of techniques to inform including writing reports and presenting to a variety of audiences.</p> <p>Networking and building relationships to promote awareness</p> <p>Working under pressure with tight deadlines, able to work without supervision and as part of a wider team.</p> <p>Meeting deadlines and prioritising work to ensure personal and team targets are met.</p> <p>Using a variety of IT tools and systems.</p>	<p>Experience of working in procurement/purchasing environment.</p> <p>Delivering procurements based on a category management approach within the public sector.</p> <p>Successfully managing situations where there are multiple demands and high levels of ambiguity.</p> <p>Negotiation and influencing skills to maximise performance and achieve financial savings.</p> <p>Delivering financial benefits from procurement activity</p> <p>Managing a diverse range of stakeholders, including suppliers, to ensure continuous improvement and contract success.</p>	Application and interview