



## Job Profile

### Corporate Procurement Officer

#### Grade J

**Group:** Corporate Services and Governance  
**Service:** Corporate Commissioning and Procurement  
**Location:** Civic Centre  
**Line Manager:** Category Lead  
**Car User Status:** Casual  
**Date:** March 2021

#### Job Purpose

Under instruction from the Category Lead to provide an effective Corporate Procurement Service to the Council.

#### The key roles of this post include:

- Working within one of 4 Category Teams, undertaking a range of procurement activities including managing tendering and quotation processes on behalf of the Council in accordance with procurement legislation, the Council's Contract Procedure Rules, the Corporate Commissioning and Procurement Strategy; and various appropriate other council policies.
- Managing a varied workplan using category management tools and techniques and ensuring that all work is produced within agreed timescales, to the expected quality, and is approved in accordance with the service governance arrangements.
- Working with colleagues across the Council to ensure that all procurement activity is designed to meet the requirements of end users, with sufficient input from the supply chain to develop the best solutions.
- Delivering the Council's "Thrive" agenda by designing procurements that deliver value for money, set clear and measurable outcomes, maximise social value, incorporate community wealth building principles, maximise the value of the Gateshead £, minimise carbon emissions and have a positive impact on climate change.
- Leading on the identification and delivery of cashable and none cashable savings across all external spend.
- Using good category management processes and commercial rigour, develop expertise to shape and maximise the impact of spend within appropriate category markets; build relationships with key suppliers; support place shaping; strengthen local communities and the local economy by working with colleagues from Economic



Development to develop local suppliers, and to help remove barriers for SME and VSC participation in tendering; anticipate and respond to future trends; encourage innovation; reduce the Council's carbon footprint, identify improved ways of working, and reduce overall Council expenditure.

- Working with the Procurement Analyst, analysing and monitoring spend within specific categories, developing category sourcing strategies to reduce external spend, having regard to the impact on local markets, specific market sectors, the local economy, and where appropriate seeking opportunities to collaborate with other public bodies.
- Facilitating and leading procurement meetings, training events and developing effective communication, with a range of internal and external stakeholders to enable effective engagement throughout the commissioning and procurement process.
- Challenging user requirements where necessary, and exploring innovative solutions to ensure that value for money is obtained.
- Ensuring appropriate contract management and monitoring arrangements are implemented and maintained throughout the lifespan of the contract ensuring all savings and other outcomes (including social value and community wealth building) are monitored and delivered.
- Ensuring solutions are developed, delivered and managed in line with future business needs and objectives.
- Providing procurement advice and information in accordance with best practice and the Procurement Regulations, Council's Contract Procedure Rules, the Corporate Commissioning and Procurement Strategy and other appropriate Council policies.
- Working with suppliers to facilitate and monitor engagement with the Supplier Early Payment Incentivisation Scheme.
- Providing advice and direction to the Buyer, Procurement Analysts, Procurement Assistants, and officers across the Council involved in sourcing of goods and services as and when required.
- Supporting the induction, training and development of colleagues and acting as a mentor as necessary.
- Deputising for colleagues, the Category Leads or Manager as appropriate, and representing the service at meetings and groups as directed.
- Ensuring that Health and Safety responsibilities are carried out in accordance with Council/Service Health and Safety policy and procedures
- Such other responsibilities allocated which are appropriate to the grade of the post.





## Knowledge & Qualifications

### Essential:

#### Knowledge of

- Procurement and tendering processes
- Procurement legislation
- Relationship management with a range of stakeholders
- Target setting and achievement of outcomes

#### Experience

- Procurement processes compliant with the Public Contract Regulations 2015
- Developing and maintaining effective relationships with a variety of internal and external stakeholders
- Producing a range of documentation, reports, spreadsheets and presentations for a variety of internal and external stakeholders
- Working with ICT systems including Microsoft Office (word and excel)
- Good teamwork

#### Qualifications

- To hold (or be working towards) CIPS level 4 Diploma in Procurement and Supply or equivalent

### Desirable:

#### Knowledge

- Category management
- Contract management
- Commissioning
- Spend analysis

#### Experience

- Public sector procurement and tendering procedures
- Working within public sector procurement legislation
- Producing procurement documentation including contracts, specifications, evaluation templates, terms and conditions of contract etc
- Working within a category management environment

#### Qualifications

- To hold MCIPS, and/or CIPS level 6 Professional Diploma in Procurement and Supply or equivalent.



## Competencies

<b>Customer Focus</b>	Puts the customer first and provides excellent service to both internal and external customers
<b>Communication</b>	Uses appropriate methods to express information in a clear and concise way to make sure people understand
<b>Team Working</b>	Works with others to achieve results and develop good working relationships
<b>Making things happen</b>	Takes responsibility for personal organisation and achieving results
<b>Flexibility</b>	Adapts to change and works effectively in a variety of situations
<b>Learning and Development</b>	Actively improves by developing and applying new skills and knowledge and learns from past experiences