

Northumberland Council
JOB DESCRIPTION

Post Title: Procurement Specialist		Director/Service/Sector Procurement Services		Office Use
Grade: 8		Workplace: County Hall		JE ref: 2837 HRMS ref:
Responsible to: Senior Procurement Specialist		Date: August 2014	Manager Level:	
Job Purpose: The primary objective of this role will be to provide specialist procurement and commercial advice and guidance across multiple stakeholders, and to undertake procurement activity to deliver cost reduction programmes across the organisation.				
Resources		Staff	No line direct line management responsibilities. Mentoring of Procurement Officers as requested by Procurement Relationship Manager	
		Finance	Significant influence on external 3 rd party spend across various stakeholders within allocated area of spend (circ £100M)	
		Physical	Maintains significant corporate databases that are commercially sensitive.	
		Clients	Regular contact with Senior Managers, Operational Managers and external stakeholders.	
Duties and key result areas:				
1. To support the development of productive and influencable relationships with clients in allocated spend areas within the stakeholder organisations, ensuring all business needs and expectations are met or exceeded.				
2. Undertake focused spend analysis within allocated spend areas to identify procurement and commercial opportunities across stakeholder organisations to ensure consistent contribution to the Procurement and Commercial work programme				
3. Undertake procurement projects, including planning and developing procurement/commercial options as required by the stakeholder organisations and ensure timescales and outcomes are delivered.				
4. Manage a multiple number of these procurement projects at the same time, each lasting several months and involving the interpretation of complex and varied sources of quantitative and qualitative information. Each project is expected to carry a high level of financial and/or service risk to the stakeholder organisation, and will require active management to meet tight deadlines.				
5. Undertake a range of key supplier/provider reviews, appropriate to allocated spend portfolio with stakeholder contract managers				
6. Support spend review groups within allocated spend areas (across stakeholder organisations where possible) to support the identification of procurement and commercial opportunities for cost reduction or income generation. Post holder will then be accountable for achieving effective savings on the procurement projects which they lead on.				
7. Support the Commissioner in the collection of market intelligence and benchmarking as appropriate.				
8. To support the Senior Procurement Specialist in negotiations on a range of differing types and value of contracts in sometimes challenging, conflicting and sensitive environments, including pricing structures, performance mechanisms, commercial transfer issues, conditions of sale and warranties.				
9. To represent the Procurement Service and clearly, concisely and confidently present issues and recommendations to project groups				
10. Requirement to work in an integrated management style across the organisation with often different customs and practices, and will be required to foster close and effective working relationships with other senior managers across the organisation.				
11. To provide consistent, legally compliant and often complex procurement and commercial advice and guidance to the senior managers and operational managers in the Stakeholder organisations to assist decision making. This will require taking into account all relevant internal and external policies of all stakeholders, including European guidelines for public procurement.				
12. To mentor Procurement Officers on relevant projects at the request of the Procurement Business Partner				
13. Participate in relevant internal and external working groups/ projects, services and initiatives to provide project information and specialist procurement and commercial advice/expertise to the different Service stakeholders.				
14. Attend regional meetings and be the nominated lead for the Procurement Service in regional or national procurement forums as required				
15. Ensure all procurement documentation is completed and approved within the required timescales and to the required standard				
16. Production of key performance indicators in allocated area of spend and responsibility				
17. To work on their own initiative as required, taking direction from the Senior Procurement Specialist.				

18. To deputise for the Senior Procurement Specialist as required

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time.

Expenditure/Portfolios of spend areas assigned may change as the Procurement work programme will be driven by stakeholder demand for procurement activity
Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Transport requirements:

Working patterns:

Working conditions:

Frequent car use across the region – full valid driving licence and access to a car is required.

Regional and National travel on occasions

Flexible and occasional out of hours work required

A primary sedentary office based position with little exposure to unpleasant or disagreeable working conditions

Northumberland Council
PERSON SPECIFICATION

Post Title: Procurement Specialist		Director/Service/Sector Shared Procurement Services	Ref: 2937
Essential		Desirable	Assess by
Knowledge and Qualifications			
<ul style="list-style-type: none"> • High level of education • Relevant professional qualification (CIPS) • Detailed specialist working knowledge and understanding of relevant public sector procurement legislations, regulations and professional best practice • Knowledge and understanding of current public sector procurement issues and challenges across a range of organisation types 		<ul style="list-style-type: none"> • Relevant Management Degree • Evidence of recent continuing professional development • Project Management 	
Experience			
<ul style="list-style-type: none"> • Minimum 5 years experience in procurement, with a minimum of 3 years at a specialist procurement position • Demonstrated track record of successful delivery/contribution to a procurement and commercial work programmes for the purposes of delivering cost reduction and/or income generation • Experience of managing multiple projects of varying degrees of complexity to a successful outcome • Experience of working in challenging complex environments 		<ul style="list-style-type: none"> • Experience of working in a multiple stakeholder environment and/or providing services to other organisations • Experience of working with complex stakeholder needs • Experience of leading or supporting change management within the procurement field 	
Skills and competencies			
<ul style="list-style-type: none"> • Record of delivery of commercial cost improvement initiatives with a strong understanding of the constraints of the public sector. • Excellent written and verbal communication skills with the ability to adapt to the audience • Provide and receive complex, sensitive and sometimes contentious information, and be able to present this type of information to project teams to aid decision making. • Excellent analytical and problem solving skills • Strong planning skills, using available information sources, and with the ability to understand and work to tight and sometimes conflicting deadlines 			
Physical, mental and emotional demands			
<ul style="list-style-type: none"> • Occasional unsocial hours and travel requirements • Some length periods of enhanced concentration • Ability to prioritise and regularly meet challenging and often conflicting deadlines • Ability to deal with problematic phone calls from suppliers and clients • Work under pressure within a consistently changing environment • Able to relate to people at all levels across various stakeholder organisation. 			
Other			
The ability, personality and conduct which demonstrates credibility, and trust that engages confidence to colleagues, Stakeholders and external partners			

Ability to calm, empathise and negotiate with colleagues, staff and external suppliers/providers to the stakeholder organisation.		
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Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits