 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION
Directorate: Corporate Services		Service Area: Procurement and Governance
JOB TITLE: Procurement Officer		
GRADE: K/ L		
REPORTING TO: Procurement Manager		
1.	JOB SUMMARY: Responsible for undertaking tenders, quotes and further competitions and for ensuring appropriate contract management arrangements are established. At Grade K (Entry Level) <ul style="list-style-type: none"> Will shadow and assist senior colleagues in all aspects of the role, gaining experience and knowledge across services, extending their ability and capability. Will work on simple tenders and quotes. At Grade L (Professional Level) <ul style="list-style-type: none"> Will work to a higher level of autonomy with demonstrably consistent good decision making skills in more challenging and complex tenders. 	
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS	
	1	To produce tender documentation in consultation with client departments and other relevant stakeholders and to manage the tender or quote process working closely with client departments and other council services such as Legal and Finance.
	2	To ensure collaborative working relationships with all stakeholders.
	3	Undertake contract management risk assessment and produce appropriate and proportionate contract management plans and performance management frameworks.
	4	To manage spend analysis to create visibility and opportunity targets.
	5	Work in partnership with the Contract Management Officers and client departments to ensure shared contract understanding and clarity of contract management roles and processes and transition from contract award to contract management
	6	To support the Procurement Managers with the supplier relationship management programme.
	7	To maintain all records and systems in accordance with defined procedures and compliance requirements.

	8	To ensure compliance with health and safety legislation and requirements for risk assessment/management.
	9	To aim to achieve equality of access and treatment in employment and service delivery.
	10	To participate in the development of a culture which is consistent with the Council's vision of enthusiastic and forward looking partnership and delivery of efficient and effective services within a Customer Service Excellence environment.
	11	To respond to enquiries and complaints and to provide advice and guidance as required.
	12	To establish effective working relationships with key internal and external partners.
	13	To be responsible for developing and maintaining internal partnerships with other Council departments to ensure the efficient and effective delivery of services.
	14	To participate in the management of programmes & projects from initiation through to completion where required ensuring the successful delivery of required outcomes.
	15	To ensure compliance with the requirements of statute and regulations for this service area.
	16	To ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton-on-Tees Borough Council

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

	Name:	Signature:	Date
Job Description written by: (Manager)			
Job Description agreed by: (Post holder)			

Job Description dated November 2022



PERSON SPECIFICATION


Job Title/Grade	Procurement Officer	K/ L
Directorate / Service Area	Corporate Services	Procurement and Governance
Post Ref:		

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	At Grade K CIPS Level 4 Diploma in Procurement and Supply Or equivalent demonstrable level of relevant work related experience.		Application
	At Grade L CIPS Level 5 Advanced Diploma in Procurement and Supply <ul style="list-style-type: none"> Or equivalent demonstrable level of relevant work related experience 		Application
Experience	At Grade K Some experience of:- <ul style="list-style-type: none"> undertaking tenders, quotes and contract management delivering a customer focused service financial forecasting and monitoring quality management systems and quality assurance practices 		Application / Interview

	<p>At Grade L Substantial and demonstrable experience of:-</p> <ul style="list-style-type: none"> • undertaking tenders, quotes and contract management • delivering a customer focused service • financial forecasting and monitoring • quality management systems and quality assurance practices 		
Knowledge & Skills	<p>Demonstrable ability to:-</p> <ul style="list-style-type: none"> • communicate effectively and work in partnership with a range of stakeholders • manage relationships with customers and suppliers ensuring that value for money principles are maintained • establish project plans, monitor and ensure delivery of project. • demonstrate customer sensitivity and awareness • prioritise service issues and to balance implementation between personal involvement and delegation to others 	<ul style="list-style-type: none"> • Knowledge of public procurement regulations • Ability to implement service policies and practices within a political environment • Ability to manage budgets 	Application / Interview
Specific behaviours relevant to the post	<ul style="list-style-type: none"> • Ability to think widely and solve problems logically • Ability to communicate both orally and in writing with a wide range of people • Confidence to implement solutions and to challenge traditional thinking • The personal demeanour and credibility, which inspires confidence and motivates colleagues 		Application / Interview

	<ul style="list-style-type: none">• High personal standards of self-discipline in working to deadlines• The ability to benefit from training relevant to the post• Highly motivated, energetic, winning, not easily discouraged		
Other requirements		Ability to undertake independent travel.	Application / Interview

Person Specification dated November 2022

 Stockton-on-Tees BOROUGH COUNCIL	KNOWN RISKS FOR THIS ROLE
DIRECTORATE: Corporate Services	SERVICE AREA: Procurement & Governance
JOB TITLE: Procurement Support Officer	
GRADE: F	
JOB LOCATION / BUILDING: Municipal Buildings	
REPORTING TO: <i>Procurement Service Manager</i>	

The following are the known risks for this role as identified through a Risk Assessment. More than one risk may apply. Where there are no known risks this will be indicated.

Known Risks - which require Baseline Health Surveillance Screening before or at start of employment and ongoing health surveillance with Occupational Health		
Known Risk	Yes	No
Noise: Employee Is likely to be regularly exposed to noise above the exposure action level. (Daily or weekly exposure of 85dB)		X
Vibration: Employee will be exposed to vibration above the daily Exposure Action Value (EAV) of 2.5m/s ² A(8) 9		X
Respiratory: Employee will be exposed to Hazardous Substances such as machine generated wood dust, mineral dust, solder flux, glues, resins, cutting oils, latex. (Those working with respiratory/skin irritants or sensitizers as defined by COSHH)		x

Known Risks which require a Medical Assessment with Occupational Health prior to starting employment and ongoing assessment during employment.		
Known Risk	Yes	No
HGV/LGV/Fork Lift Truck/Passenger Carrying Vehicle/Minibus (Group 2) Licence Drivers: Employee will be required to drive an HGV/LGV/FLT/PCV/Minibus.		X
Asbestos: Employee likely to be exposed to asbestos. Work with asbestos' includes: <ul style="list-style-type: none"> ○ Work which removes, repairs, or disturbs asbestos ○ Ancillary work (work associated with the main work of repair, including maintenance work on equipment) ○ Supervisory Work (work involving direct supervision over those removing, repairing, or disturbing asbestos) 		X
Known Risk	Yes	No

Lead: Employee likely to be exposed to lead or lead based products (handling, processing, repairing, maintenance, storage, disposal) The lead must also be in a form in which it is likely to be: <ul style="list-style-type: none"> ○ Inhaled, e.g., lead dust, fume or vapour. ○ Ingested, e.g., lead powder, dust, paint or paste; or ○ Absorbed through the skin, e.g., lead alkyls or lead naphthenate. The regulations do not apply to work with materials or substances containing lead where, because of the nature of the work, lead cannot be inhaled, ingested, or absorbed.		X
Confined Spaces - Safety Critical: Employee will be required to work in a confined space where specialist equipment or breathing apparatus is needed.		X
Working at Heights - Safety Critical: Employee will be required to work at a height .		X
Blood-borne viruses: Employee is at risk of exposure to Blood-borne viruses e.g., needle stick injury, human bite, contact with human blood or other bodily fluids and sewerage.		X

Other Known Risks		
Known Risk	Yes	No
Council Vehicles or transport that does not require a Group 2 licence: Employee will be required to drive a Council vehicle or regularly transport service users/clients/pupils in their own vehicle as part of normal duties.		X
Food Handlers: Employee will be preparing and handling food <i>Food Handlers Questionnaire to be completed and sent to Occupational Health</i>		X
Night Workers: Employee will be regularly working at night <i>Optional Night Worker Questionnaire available</i>		X
Lone Working (including Home Working): Employee will be required to work alone.		X
DSE Users: Employee will be required to use Display Screen Equipment (DSE) <i>DSE Training and assessment should be completed on commencement – arranged by manager</i>	x	
Any Other: Please identify any other known risks associated with this job role.		x

As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post.



Signature of Manager:

Date: 23.5.23

For any queries related to this form, please refer to the Known Risk Managers Explanatory Notes, or email the Occupational Health Department: Occupational.Health@stockton.gov.uk