Job Description

**Post Title:** Procurement Officer

**Post Reference:** T117

**Grade:** K

**Duration:** Permanent

**Reports to:** Group Procurement and Purchasing Manager

**Job Purpose**

Reporting to the Group Procurement and Purchasing Manager and assisting this role in the delivery of the Group’s Procurement and Purchasing functions to provide procurement and purchasing advice across the group and a number of associated bodies - Tees Valley Combined Authority, South Tees Development Corporation, South Tees Site Company and Teesside International Airport Limited and associated companies and corporations (the ‘Group’).

Under the terms of a group services agreement the TVCA Procurement provides procurement advice and support to the Group, ultimately to support the delivery of the ambitions of the region’s strategic economic plan.

**Competency Framework Level**

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|  | **General Competencies** |
| **All Staff** | * We do what we say we will
* We do it when we say we will
* We aim for excellence
* We keep people informed
* We strive to learn and develop
* We give and receive constructive feedback and act on it
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**Officer**

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|  | **Leadership & Direction** |
| **Officer** | * Recognises what they have to do to achieve the vision within their area of work
* Communicates clearly about what outcomes will be achieved
* Delivers the tasks that form the project or program with diligence to deliver identified value added activities and outputs
* Understands the contribution they can make to corporate and service objectives by their delivery
* Identifies an issue, suggests solutions and ensures escalation in order to achieve a solution
* Brings ideas, suggestions and solutions to the betterment of delivery based on their delivery experience
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|  | **Communication & Influence** |
| **Officer** | * Communicates with colleagues across functional areas to ensure a “joined up” approach to delivering services for the customer
* Identifies and articulates issues at the task/delivery level to managers
* Listens carefully to understand others’ views
* Understands the influences that could affect task delivery and articulates the adaptations that might be necessary for continuous successful delivery
* Thinks beyond, to expresses ideas on efficiencies, and streamlined approaches through understanding of the task delivery
* Communicates with assistants hourly, daily and weekly on the progress of the tasks
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|  | **Experience & Technical** |
| **Officer** | * developed experience in a procurement environment
* Full or part CIPS qualified
* Supports the organisation on a day to day basis on defined projects or programmes
* Has most of the technical knowledge / skills required to undertake their day to day responsibilities and can independently access anything outside of their skillset
* Manages day to day relationships with other staff members within their field
* Is responsible for day to day output of work
* Manages more junior officers in their projects / programmes
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|  | **Responsibility & Accountability** |
| **Officer** | * Has operational responsibility and accountability to (Senior) Manager for their delegated areas of responsibility
* Has operational responsibility and accountability to (Senior) Manager for their delegated areas of responsibility
* takes personal ownership of challenges/issues through to resolution
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**Duties & Responsibilities**

1. Support the Procurement and Purchasing team with the delivery of Group procurement activities as well as supporting wider group priorities when needed.
2. Undertake the day-to-day co-ordination of a range of procurement procedures such as preparation of tender documents, coordination of tender meetings with internal stakeholders and suppliers, creation of purchase orders, confirming goods/services on purchase orders, and management of contracts from a commercial perspective alongside the Project Manager.
3. Ownership of a portfolio of procurements, this will include (but not limited to):
* Review of markets to understand the commodity
* Supplier relationship and risk management
* Engage with end users to understand requirements
* Act as an interface between suppliers and other relevant departments on procurement processes and new projects and activities
1. Ensure compliance to Public Contracts Regulations 2015 and the Utilities Contact Regulations 2016 (in relation to the Airport Procurement Work)
2. Delivering effective business partnering arrangements to your assigned teams within the Group and developing your own category management expertise on behalf of the wider procurement function. Ensuring compliance in delivering Value for Money through procurement processes and providing management information to demonstrate group procurement activities.
3. Deliver a personal caseload of procurement matters across the Group but with a particular focus with set up frameworks and supporting major projects.
4. Undertake any other duties that may be deemed reasonable and necessary to meet the duties and responsibilities of the post and undertake any training that is identified as being required to achieve this.
5. To take reasonable care of your own Health and Safety and co-operate with management, so far as is necessary, to enable compliance with the health and safety rules and legislative requirements.
6. Work flexibly and undertake such other duties and responsibilities commensurate with the grading and nature of the post.
7. Ensure compliance with Corporate Governance procedures, procurement regulations and the Data Protection Act and behave according to the Employees’ Code of Conduct.