

Job description

Job title: Procurement Officer
Grade: Level 1 – Dorset Council Grade 9
 Level 2 – Dorset Council Grade 10
Job evaluation reference: PC039a,b
Job family: Financial Services

Purpose and impact

1. To ensure that all spend on goods, services and works made by the Council delivers best value for Dorset's residents and is compliant with Public Contract Regulations 2015, the Council's Contract Procedure Rules and Financial Regulations.
2. To deliver agreed levels of cashable savings while improving the quality of goods or services or works provided by the suppliers to the Council.

Key responsibilities

3. Tendering, contracting and managing arrangements for both corporate and directorate specific goods or services or works.
4. Establish spend compliance in accordance to Public Contract Regulations, the Council's Contract Procedure Rules and Financial Regulations, as a key discipline.
5. Establish a network of key stakeholders within a nominated Council spend portfolio and communicate regularly to said stakeholders to understand requirements. Ensure suppliers are meeting these requirements in a cost-effective manner.
6. Significantly improve value for money derived from all Council spend.
7. Interpret, advise and provide guidance to officers and suppliers in respect of Public Contract Regulations, the Council's Contract Procedure Rules, Financial Regulations and associated issues.
8. Development of contractual arrangements and specifications of medium to high value / risk projects in line with Public Contract Regulations, the Council's Contract Procedure Rules and Financial regulations, which may include collaborative or joint purchasing arrangements.
9. To ensure that all expenditure is underpinned by appropriate contractual arrangements and to challenge unauthorised or non-compliant spend.
10. Review and renewal of contractual arrangements to ensure spend remains compliant.
11. Provide best practice procurement and strategic sourcing to deliver continual improvements in spend management for the Council.
12. To create and manage sourcing, procurement and saving strategies for expenditure that support the Council's corporate aims and priorities.
13. Review spend within your portfolio to ensure all goods or services or works are delivered to optimise value for money to the Council.
14. Select suppliers that meet Council's needs following robust sourcing.
15. Manage the number of suppliers to ensure efficiencies are delivered through supplier consolidation.
16. To be the first point of contact for potential new suppliers in your nominated spend portfolio.
17. To authorise the use of any new suppliers.



18. Support the Council's business areas to manage contracts and service level agreements which includes:
 - i. Maintaining the Council's management information systems to ensure supplier information is up to date;
 - ii. Ensuring that interfaces with suppliers is in efficient and effective;
 - iii. Ensuring that contracts or agreements are fit for purpose and suppliers are meeting the needs of the Council;
 - iv. Ensuring that contracts are maintained in date, relevant and fit for purpose;
 - v. Checking that suppliers are charging the correct amounts;
 - vi. Ensuring regular review meetings with key suppliers to monitor performance against service levels agreed or key performance indicators.
 - vii. To have contingency plans in place in the event of a key supplier failure;
 - viii. Minimise the risks to Council from poor supplier performance.
19. Work with other organisations in the public sector to bring about improvements in Council spend management.
20. Attend and contribute to meetings, conferences and seminars in Dorset, regionally and nationally in accordance with the requirements of the post.
21. Ensure corporate policies and procedures, including sustainability, health and safety, diversity and social value are, where appropriate, integrated into all procurement activity.
22. Any lesser or comparable duties as required.

In addition to the above at Level 2:

23. Would generally require greater level of previous experience; or a procurement qualification or to be able to evidence skills at this level as well as an understanding of procurement legislation.

NB: The duties and responsibilities of this post are not restrictive, and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

Supervision and management

24. Reporting to: Senior Procurement Officer (Supervision)
25. Responsibility for: Responsible for allocation of work to colleagues and checking of others work for accuracy and adherence to policy and procedure.

Other factors

26. Resources; workstation and related IT equipment.
27. Frequent input to and interrogation of Council's major financial systems and other databases.
28. Development of and ownership of spend monitoring.
29. Creation and management of systems for setting, monitoring and achieving savings targets.
30. Typical office based, but a requirement to travel locally, regionally and nationally in support of the service.
31. Performance targets will be set for both self and team members.
32. Some visits to sites which may require protective clothing and hard hats.



33. Work involves use of keyboard/computer work.
34. Establish and maintain effective working relationships with stakeholders, at both an operational and senior management level.
35. Work will be subject to many strategic, tactical and operational conflicting priorities.
36. Work is subject to interruptions to deal with queries from operational staff, managers, suppliers and Dorset Procurement team, and will involve working to deadlines.

Progression in Post

37. This is not automatic but will be subject to the assessment and demonstration of the willingness, ability and competence to participate fully in the work of the wider Dorset Procurement activities. An ability to be creative and prepared to undertake work as part of more complex and high value procurement projects to be evidenced, as well as demonstrating the following capabilities:
 - i. To apply best practice procurement principles in the development and implementation of sourcing, procurement and saving strategies for complex and high value procurement projects.
 - ii. Lead higher value / risk projects that require complex procurement strategies such as changes to the service delivery models, i.e. establishing partnership arrangements, managed services, or outsourcing aspects of services.
 - iii. Establish strong links with nominated service leads to support budget, service planning and design processes for complex procurement activities.
 - iv. To interpret and advise managers on a range of procurement policies and procedures and impact on the services.
 - v. To be accountable for the management and delivery of savings targets with assigned complex spend areas.
 - vi. To lead, manage and motivate stakeholder groups and ensure that all procurement is efficient, effective and meeting the needs of the Council to deliver best value.
 - vii. To manage and deliver complex and high value procurement projects from identification of need to implementation and contract management in a structured approach.

Our values

Our values act as guiding principles, defining what we believe is important in the ways we work together. Our values are Respect, Together, Accountability, Openness and Curiosity. You will need to be able to demonstrate these values in action through the way you work, regardless of your role within the organisation. Information about our values can be found on our website.



Person specification

Your application will be assessed based on your demonstration of how you fulfil the following criteria; you should include clear examples of how you meet these criteria within your application form and during the assessment process.

Essential

Essential criteria are the minimum requirement for the above post and will be assessed through a combination of your application form, assessment, interview and references (as specified below). We will require evidence of the qualifications, training or registrations listed below.

Qualifications, training or registrations Required by law or essential to the performance of the role or both	Assessed through:
1. CIPS Level 3 in Procurement and Supply Operations, or equivalent qualification, or demonstrable relevant experience.	Application form
2. High standard of keyboard, numeracy and written literacy skills	Application form
Experience	
3. Experience in competitive tender procedures for goods or services or works.	Application form
4. Track record of influencing suppliers to improve their performance	Application form
In addition to the above at Level 2:	Application form
5. Leading on complex and high value procurement projects	Application form
6. Manage stakeholder relationship for projects at a senior level	Application form
7. Manage complex corporate and cross directorate projects	Application form
8. Development of procurement plans that include reviews of existing service delivery methods	Application form
Knowledge	
9. Knowledge of procurement best practice.	Application form Interview Assessment
10. Knowledge of competitive tender procedures	Application form Interview Assessment
11. An understanding of contract law	Application form Interview Assessment
12. An understanding of setting Service Level Agreements and Key Performance Indicators for suppliers	Application form Interview Assessment
13. Awareness of Public Contract Regulations and EU Directives in respect of public sector procurement	Application form Interview Assessment
14. Local Government policy environment and finance / accounting, public procurement law, ethics and fraud prevention, health and safety, sustainability, social value, workforce issues, LA marketplace (SMEs, social enterprises, third sector and ethnic minority businesses), design quality, equalities and diversity, role of central government departments, Crown Commercial Services (CCS), audit commission, centre of excellences.	Application form Interview Assessment Application form Interview Assessment



i. Awareness of strategic context for procurement	
ii. Compliance with procedural needs through adherence to pre-defined rules/procedures under supervision.	
15. Understanding local government funding mechanisms to support delivery of procurement strategies for the most effective ways to use resources, procure effectively and deliver goals of improvements	Application form Interview Assessment
16. An awareness of the marketplace, commodities and products (including spend category and sector awareness, knowledge of commodities and services commonly purchased, awareness of emerging technology), complex financial options including PFI. PPP, grants, awareness of procurement strategy	Application form Interview Assessment
17. Knowledge of markets and products, with ability to apply basic procurement processes in search of best value for money	Application form Interview Assessment
18. Knowledge of corporate arrangements	Application form Interview Assessment
19. Understands and able to apply basic procurement processes to routine procurement situations. Some experience of negotiation, but requires support	Application form Interview Assessment
20. Knowledge about project management and competent to act as project manager	Application form Interview Assessment
21. Understanding of the overarching programme of work and interdependencies that may develop between projects	Application form Interview Assessment
22. Enough knowledge to know when further advice may be necessary	Application form Interview Assessment
23. Understand and use financial and management accounts information to identify the most effective ways to use resources, procure effectively and deliver goals of improved spend management	Application form Interview Assessment
24. Able to understand the key issues within each of the spend areas and their implications on the area of business	Application form Interview Assessment
25. Basic knowledge of markets, products and supply chains, with the ability to apply basic procurement processes in search of value for money and efficiency	Application form Interview Assessment
Skills and abilities	
26. Able to identify circumstances where value and risk require a particular approach to be taken	Interview Assessment
27. Some commercial focus, with enough experience of strategic procurement to know when to seek advice	Interview Assessment
28. Leadership, procurement strategy, policies, procedures and plans; contracts register, procurement skills, management information and performance measurement, market knowledge and supplier intelligence, stakeholder engagement and relationships (including members), customer engagement and relationship management	Interview Assessment
29. Ability to apply knowledge deliver required outcomes	Interview Assessment
30. Ability to identify the key stakeholders that can influence change	Interview Assessment
31. Complete procurement cycle, roles and responsibilities of supplier databases, procurement procedures (invitation to tender, request for quote, frameworks, further competition and transaction methods), medium and large procurement projects including PPPs and PFIs	Interview Assessment



32. Experience enough to know when to seek help and advice	Interview Assessment
33. Some commercial focus, with enough experience to know when to seek advice	Interview Assessment
34. Experienced and skilled in dealing with customers, commanding respect and creating confidence that an excellent service will occur	Interview Assessment
35. Through establishing effective communication and working relationships with internal customers and stakeholders, able to identify real business needs. Uses the identified business needs to develop supplier evaluation criteria and drive the development of the procurement strategy	Interview Assessment
36. Critical success factors, approaches, roles and responsibilities, contract, financial and change control, risk management, performance management, benefit realisation, contract review, benchmarking, problem solving and dispute resolution, supplier development and relationship management	Interview Assessment
37. Able to monitor contractor performance against pre-determined milestones, and to identify when corrective action needed	Interview Assessment
38. May require assistance to negotiate improvements	Interview Assessment
39. Experienced in delivering efficiency savings and ability to meet/exceed savings targets without compromising quality, service delivery and stakeholder needs	Interview Assessment
40. Some commercial focus, with enough experience to know when to seek advice	Interview Assessment
41. Strategy, process, e-procurement tools, financial and accounting	Interview Assessment
42. Ability to apply basic strategic and process tools and techniques coupled with an appreciation of how to exploit them to support procurement processes	Interview Assessment
43. Some commercial focus, with enough experience of strategic procurement to know when to seek advice in application of tools	Interview Assessment
44. Aware of e-procurement principles and tools	Interview Assessment
45. Limited appreciation of financial accounts appraisal and of supplier cost bases	Interview Assessment
46. Able to apply basic tools, experience enough to know when to seek advice	Interview Assessment
47. Facilities Management, Transport, Professional Services, Waste Management, ICT, Construction, Health and Social Care, other specialist projects and schools	Interview Assessment
In addition to the above at Level 2:	Interview Assessment
48. Demonstrated ability to lead and manage projects complex procurement projects	Interview Assessment
49. Engagement with Council staff and other stakeholders at senior level	Interview Assessment
50. Attendance and act on behalf of the authority at corporate, regional, and consortia groups	Interview Assessment



51. Management of complex projects on a cross-directorate basis	Interview Assessment
52. Development of procurement plans which include review and appraisal of existing methods of service delivery	Interview Assessment
53. Effective prioritisation of procurement and contract management activities	Interview Assessment
Our values	
54. Respect	Interview Assessment
55. Together	Interview Assessment
56. Accountability	Interview Assessment
57. Openness	Interview Assessment
58. Curiosity	Interview Assessment

Desirable

Desirable criteria will be used in the event of multiple applicants meeting the minimum essential requirements and if applicable, will be assessed through a combination of your application form, assessment, interview and references (as specified below). If you meet the desirable criteria, we will require evidence of the qualifications, training or registrations listed below.

Qualifications, training or registrations	Assessed through:
59. CIPS Level 4 – Diploma in Procurement and Supply Operations, or equivalent qualification, or demonstrable relevant experience	Application form
Experience	
60. Experience of best practice public procurement techniques	Application form
61. Experience of working in a large organisation	Application form
62. Involvement in using project management tools and techniques for Procurement	Application form
63. Experience in electronic tender (e-tender)	Application form
Knowledge	
64. Knowledge of ERP systems	Application form Interview Assessment
Skills and abilities	
65. Financially literate and able to understand financial accounts	Interview Assessment

Approval

Manager's job title: Head of Strategic Finance



Dorset
Council



Date: 14 October 2019

