

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;



Job description

- 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.



Job description

- 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 behaviours

Dorset Council has developed and embedded a set of behaviours that will form part of everything you do and you will need to be able to demonstrate them through the way you work, regardless of your role or grade within the organisation.

Full details can be found on the job website under ['Working for Dorset Council'](#).



Person specification

Applicants will be shortlisted on the basis of demonstrating that they fulfil the following criteria in their application form and should include clear examples of how they meet these criteria. You will be assessed in some or all of the specific areas over the course of the selection process.

Essential

Essential criteria are the minimum requirement for the above post.

Qualifications/ training/registrations	
Required by law, and/or essential to the performance of the role	
1.	Minimum of 4 GCSEs grade C or above including English Language and Mathematics, or equivalent ability
2.	High standard of keyboard, numeracy and written literacy skills
Experience	
3.	Experience in competitive tender procedures for goods or services or works.
4.	Track record of influencing suppliers to improve their performance
In addition to the above at Level 2:	
5.	Leading on complex and high value procurement projects
6.	Manage stakeholder relationship for projects at a senior level
7.	Manage complex corporate and cross directorate projects
8.	Development of procurement plans that include reviews of existing service delivery methods
Skills, abilities & knowledge	
9.	Knowledge of procurement best practice.
10.	Knowledge of competitive tender procedures
11.	An understanding of contract law
12.	An understanding of setting Service Level Agreements and Key Performance Indicators for suppliers
13.	Awareness of Public Contract Regulations and EU Directives in respect of public sector procurement
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. 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
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
17.	Able to identify circumstances where value and risk require a particular approach to be taken
18.	Knowledge of markets and products, with ability to apply basic procurement processes in search of best value for money
19.	Some commercial focus, with enough experience of strategic procurement to know when to seek advice
20.	Leadership, procurement strategy, policies, procedures and plans; contracts register, procurement skills, management information and performance measurement, market



Person specification

knowledge and supplier intelligence, stakeholder engagement and relationships (including members), customer engagement and relationship management
21. Knowledge of corporate arrangements
22. Ability to apply knowledge deliver required outcomes
23. Ability to identify the key stakeholders that can influence change
24. 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
25. Understands and able to apply basic procurement processes to routine procurement situations. Some experience of negotiation, but requires support
26. Experience enough to know when to seek help and advice
27. Some commercial focus, with enough experience to know when to seek advice
28. Experienced and skilled in dealing with customers, commanding respect and creating confidence that an excellent service will occur
29. 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
30. 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
31. Able to monitor contractor performance against pre-determined milestones, and to identify when corrective action needed
32. May require assistance to negotiate improvements
33. Experienced in delivering efficiency savings and ability to meet/exceed savings targets without compromising quality, service delivery and stakeholder needs
34. Some commercial focus, with enough experience to know when to seek advice
35. Knowledge about project management and competent to act as project manager
36. Understanding of the overarching programme of work and interdependencies that may develop between projects
37. Strategy, process, e-procurement tools, financial and accounting
38. Ability to apply basic strategic and process tools and techniques coupled with an appreciation of how to exploit them to support procurement processes
39. Some commercial focus, with enough experience of strategic procurement to know when to seek advice in application of tools
40. Aware of e-procurement principles and tools
41. Limited appreciation of financial accounts appraisal and of supplier cost bases
42. Enough knowledge to know when further advice may be necessary
43. Able to apply basic tools, experience enough to know when to seek advice
44. 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
45. Facilities Management, Transport, Professional Services, Waste Management, ICT, Construction, Health and Social Care, other specialist projects and schools
46. Able to understand the key issues within each of the spend areas and their implications on the area of business
47. Basic knowledge of markets, products and supply chains, with the ability to apply basic procurement processes in search of value for money and efficiency
In addition to the above at Level 2:
48. Demonstrated ability to lead and manage projects complex procurement projects
49. Engagement with Council staff and other stakeholders at senior level
50. Attendance and act on behalf of the authority at corporate, regional, and consortia groups
51. Management of complex projects on a cross-directorate basis



Person specification

52. Development of procurement plans which include review and appraisal of existing methods of service delivery

53. Effective prioritisation of procurement and contract management activities

Behaviours

54. [Respect](#)

55. [Responsibility](#)

56. [Recognition](#)

57. [One Team: Collaboration](#)

Desirable

Desirable criteria will be used in the event of a large number of applicants meeting the minimum essential requirements.

Qualifications/ training/registrations

58. CIPS Level 4 – Diploma in Procurement and Supply Operations, or equivalent qualification, or demonstrable relevant experience

Experience

59. Experience of best practice public procurement techniques

60. Experience of working in a large organisation

61. Involvement in using project management tools and techniques for Procurement

62. Experience in electronic tender (e-tender)

Skills, abilities & knowledge

63. Knowledge of ERP systems

64. Financially literate and able to understand financial accounts

Approval

Manager

Dawn Adams

Date

May 2018