

Job description

Job title: Senior Procurement Officer

Grade: Dorset Grade 13

Job evaluation reference: PC038

Job family: Financial Services

Purpose and impact

To ensure that all spend on goods and services made by Dorset Council delivers best value for Dorset's residents.

To deliver agreed levels of cashable savings while improving the quality of goods and services provided by suppliers to Dorset Council.

To appraise options for the future of service delivery across the full range of provision for the council and its partners.

To lead, supervise and directly manage a small group of Procurement Officers or other posts as designated by the Head of Procurement / Senior Manager.

Key responsibilities

1. Establish Business Partnering as a key approach to managing relationships and procurement activities in all parts of Dorset Council.
2. Establish your network of key stakeholders and communicate regularly with them in order to understand their needs and ensure your suppliers are meeting these needs.
3. Lead and manage the work undertaken in specific categories or services ensuring quality of work of Procurement Officers and Procurement Assistants.
4. Lead, manage and motivate project teams and ensure procurement is effective and efficient and meets the needs of Dorset Council.
5. Improve value for money derived from all Dorset Council spend.
6. Manage and deliver savings targets in specified spend categories or services in Dorset Council.
7. Manage the suppliers that are used in specified categories or services, including:
 - Regular review meetings with key suppliers to monitor performance against SLAs and KPIs and constantly review activities to ensure all goods and services are delivered to optimise value for money to Dorset Council
 - Supporting selection of suppliers that meet Dorset Council needs
 - Manage supplier numbers to ensure efficiencies are delivered through supplier consolidation
 - Maintain contract information that is up to date, accurate, relevant and fit for supplier management purposes
 - To support contractual arrangements/service agreements with all suppliers
 - To be the first point of contact for potential new suppliers



- To authorise the use of any new suppliers
 - To check suppliers are charging the correct amounts
 - To ensure all suppliers are meeting the needs of Dorset Council
 - To delegate supplier management to others in Dorset Council where appropriate
 - To ensure that Dorset Council interfaces with suppliers in an efficient and effective manner
 - To monitor, report and escalate spend which is not compliant with Public Contract Regulations
 - To support contingency planning in the event of a key supplier failure
 - Minimise Dorset Council risks from poor supplier performance
 - Maintaining Dorset Council management information systems to ensure supplier information is up to date
8. Work with other public sector organisations to bring about improvements in spend management.
 9. Attend and contribute to meetings, conferences and seminars in Dorset, regionally and nationally in accordance with the requirements of the post.
 10. Ensure corporate policies and procedures, including sustainability, health and safety, diversity and IIP are integrated into all procurement activity.
 11. Establish strong links with colleagues across Financial Services to support budgeting and service planning.
 12. To represent the council and Dorset Procurement at various strategic high level meetings such as CBC, OGC and other collaborative and influential organisations.
 13. Any other duties designated by the Manager.

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

Reporting to: Head of Procurement and Commercial

Other factors

14. Personal computers, shared printers/copiers and laptops etc.
15. Frequent input to and interrogation of council's major financial systems and other databases.
16. Development of and ownership of budget monitoring.
17. Creation and management of systems for setting, monitoring and achieving savings targets.
18. Management and leadership of team members
19. Typical office based, but a requirement to travel locally, regionally and nationally in support of the service.
20. Work will be subject to many strategic, tactical and operational, conflicting priorities
21. Targets will be set for procurement savings for both self and team members.
22. Some visits to sites which may require protective clothing and hard hats



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 through the way you work, regardless of your role within the organisation.



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. The criteria will be assessed through a combination of your application form, interview and assessment (as specified below).

Qualifications, training or registrations Required by law or essential to the performance of the role or both	Assessed through:
1. CIPS Foundation Level 4	Application form
Experience	
2. Experience in the procurement of goods and services	Application form
3. Track record of influencing suppliers to improve their performance	Application form
4. Experienced in changing parts of an organisation to be more efficient and effective	Application form
5. Manage major, corporate and cross-directorate projects	Application form
6. Leading on complex, high-risk projects in excess of £500k	Application form
7. Managing stakeholder relationship for project at strategic level	Application form
8. Initiate and manage major change programmes and deliver high levels of efficiencies, performance and savings	Application form
Skills, abilities and knowledge	
9. Knowledge of procurement best practice	Interview Assessment
10. Knowledge of category management	Interview Assessment
11. An understanding of contract law	Interview Assessment
12. An understanding of setting SLA's and KPI's for suppliers	Interview Assessment
13. Awareness of public sector procurement best practice	Interview Assessment
14. Knowledge of the Public Contracts Regulations 2015	Interview Assessment
15. Engagement with DCC staff and other stakeholders at strategic level using business partnering principles and approaches	Interview Assessment
16. Supporting major projects	Interview Assessment
17. Plan and measure performance through delivery of targeted savings and efficiencies	Interview Assessment
18. Awareness of the strategic context for procurement requirements	Interview Assessment
19. Compliance with procedural needs through adherence to pre-defined rules/procedures and understanding when to seek advice/support with this	Interview Assessment
20. Understanding of local government funding mechanisms in order to support delivery of procurement strategies for the most effective ways to use resources, procure effectively and deliver goals of improved spend management	Interview Assessment



21. Ability to identify circumstances where the value, nature and/or risk require a particular approach to be taken	Interview Assessment
22. Knowledge of markets and products, and able to apply procurement cycle processes in search of best value for money	Interview Assessment
23. A commercial focus, with experience of strategic procurement	Interview Assessment
24. Understanding of corporate governance arrangements and processes	Interview Assessment
25. Experienced and skilled in dealing with stakeholders, commanding respect and creating confidence that an excellence service will occur	Interview Assessment
26. Knowledge of project management	Interview Assessment
27. Understanding of the overarching programme of work within the Team and interdependencies that may develop between projects	Interview Assessment
28. Ability to apply strategic procurement processes, tools and techniques and an understanding of how to select and apply them to best effect	Interview Assessment
29. Appreciation of financial appraisal and of supplier cost bases	Interview Assessment
Our values	
30. Respect	Interview Assessment
31. Together	Interview Assessment
32. Accountability	Interview Assessment
33. Openness	Interview Assessment
34. Curiosity	Interview Assessment

Desirable

Desirable criteria will be used in the event of multiple applicants meeting the minimum essential requirements. The criteria will be assessed through a combination of your application form, interview and assessment (as specified below).

Qualifications, training or registrations	Assessed through:
35. CIPS Level 6 (MCIPS)	Application form
36. Educated to degree level or equivalent	Application form
37. Project Management recognised qualification	Application form
Experience	
38. Experience of working in a large organisation	Application form
39. Involvement in project management and use of tools and techniques for procurement	Application form
Skills, abilities and knowledge	
40. Knowledge of SAP or similar ERP systems	Interview Assessment
41. Financially literate and able to understand and interpret financial accounts	Interview Assessment

Approval

Manager's job title:

Date: January 2025



Dorset
Council

